

**Navy Advancement Center**

Web site: <http://www.advancement.cnet.navy.mil>

---

# **Advancement Handbook for Air Traffic Controller**

**This Advancement Handbook was last revised on: 21 July 1999**

## **PREFACE**

The purpose of the Advancement Handbook is to help you focus your preparation for Navy-wide advancement-in-rating examinations. The bibliographies (BIBs) together with this handbook form a comprehensive examination study package. Since this handbook provides skill and knowledge components for each paygrade of the Air Traffic Controller (AC) rating, it helps you concentrate your study on those areas that may be tested. This feature will help you get the most out of your study time.

Each page in Parts 1 through 4 of this Advancement Handbook presents general skill areas, specific skill areas, the knowledge factors associated with each skill area, the pertinent references that address each skill, and the subject areas that may be covered on the examination. The skill statements describe the skills you are expected to perform for each paygrade. The skill statements are cumulative; that is, you are responsible for the skills for the paygrade you are competing for, your present paygrade, and all paygrades below.

Although this handbook is very comprehensive, it cannot cover all the tasks performed in the rating. As a result, the advancement examinations may contain questions more detailed than described in the “*Exam Expectations*” section of the skill areas.

Remember that advancement competition is keen, so your keys to advancement include not only comprehensive advancement examination study but also sustained superior performance.

Prepared by  
Navy Advancement Center Department,  
Naval Education and Training Professional  
Development and Technology Center

# CONTENTS

<b>PART</b>	<b>PAGE</b>
1 Advancement Handbook for AC3.....	1-1
2 Advancement Handbook for AC2.....	2-1
3 Advancement Handbook for AC1.....	3-1
4 Advancement Handbook for ACC.....	4-1
Appendix A References Used in This Advancement Handbook.....	A-1

## Part 1

### Advancement Handbook for AC3

## Advancement Handbook for AC3

General AC <i>Skill Area</i>	<b>Radar (Ashore, Carrier, Amphibious)</b>
A <i>skill</i> you are expected to perform from the General Skill Area above:	Identify aircraft targets by using radar equipment
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> <li>• Primary radar identification methods</li> <li>• Beacon radar identification methods</li> <li>• Aircraft position determination procedures</li> <li>• Aircraft transponder operation procedures</li> <li>• Aircraft beacon code assignment criteria</li> </ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> <li>• Aeronautical Information Manual, Chapter 4 (AIM)</li> <li>• Air Traffic Control, Chapter 5 (FAA-7110.65)</li> <li>• Air Traffic Controller, Chapter 10 (NAVEDTRA 12390)</li> </ul>
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about procedures that are used to identify aircraft operating in a radar environment. Questions will be specific on identification methods and aircraft position determination. You will be asked questions concerning the correct phraseology for identifying aircraft and for beacon code assignment.

## Advancement Handbook for AC3

General AC <i>Skill Area</i>	<b>Radar (Ashore, Carrier, Amphibious)</b>
<i>A skill</i> you are expected to perform from the General Skill Area above:	Assign aircraft headings and altitudes
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> <li>• IFR aircraft altitude assignment procedures</li> <li>• VFR aircraft altitude verification for direction of flight procedures</li> <li>• Aircraft vectoring methods</li> </ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> <li>• Aeronautical Information Manual, Chapter 5 (AIM)</li> <li>• Air Traffic Control, Chapters 4, 5, and 7 (FAA-7110.65)</li> <li>• Air Traffic Controller, Chapter 10 (NAVEDTRA 12390)</li> <li>• Amphibious Ships Air Traffic Control Manual, Chapter 3 (AE-LHATC-OPM-000)</li> <li>• Carrier Air Traffic Control Handbook, Chapters 3 and 5 (AE-CVATC-OPM-000)</li> <li>• CV NATOPS Manual, Chapter 3 (NAVAIR 00-80T-105)</li> <li>• LHA/LPH/LHD NATOPS Manual, Chapter 3 (NAVAIR 00-80T-106)</li> </ul>
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about determining the correct altitude to assign an aircraft based on its direction of flight. Questions will be specific on selecting altitudes for IFR and VFR aircraft. You will also be asked questions concerning the procedures for vectoring aircraft.

## Advancement Handbook for AC3

General AC <i>Skill Area</i>	<b>Radar (Ashore, Carrier, Amphibious)</b>
A <i>skill</i> you are expected to perform from the General Skill Area above:	Control aircraft by using radar equipment
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> <li>• Airport surveillance radar (ASR) aircraft control procedures</li> <li>• Precision approach landing systems (PALS) aircraft control procedures</li> <li>• Precision approach radar (PAR) aircraft control procedures</li> <li>• Radar approach monitoring procedures</li> <li>• Radar approach terminal procedures</li> </ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> <li>• Aeronautical Information Manual, Chapters 1 and 5 (AIM)</li> <li>• Air Traffic Control, Chapter 5 (FAA-7110.65)</li> <li>• Air Traffic Controller, Chapter 10 (NAVEDTRA 12390)</li> <li>• Amphibious Ships Air Traffic Control Manual, Appendix B (AE-LHATC-OPM-000)</li> <li>• Carrier Air Traffic Control Handbook, Chapter 5 and Appendix B (AE-CVATC-OPM-000)</li> <li>• CV NATOPS Manual, Chapter 5 (NAVAIR 00-80T-105)</li> <li>• LHA/LPH/LHD NATOPS Manual, Chapter 5 (NAVAIR 00-80T-106)</li> <li>• NATOPS Air Traffic Control Facilities Manual, Chapter 7 (NAVAIR 00-80T-114)</li> </ul>

<p><i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:</p>	<p>You can expect questions about controlling aircraft on ASR, PALS, and PAR. Questions will be specific on selecting the correct radar control procedures and phraseology. You will also be asked questions concerning terminal radar and approach monitoring procedures.</p>
---	--



## Advancement Handbook for AC3

General AC <i>Skill Area</i>	<b>Radar (Ashore, Carrier, Amphibious)</b>
A <i>skill</i> you are expected to perform from the General Skill Area above:	Control aircraft under VFR/VMC conditions
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> <li>• SVFR flight and clearance requirements</li> <li>• VFR aircraft flight requirements</li> <li>• VFR aircraft transponder operation procedures</li> <li>• VFR-on-top flight and clearance procedures</li> <li>• VMC weather criteria</li> <li>• VFR traffic pattern entry and exit procedures</li> </ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> <li>• Aeronautical Information Manual, Chapters 3, 4, and 5 (AIM)</li> <li>• Air Traffic Control, Chapters 3, 5, 7, and 10 (FAA-7110.65)</li> <li>• Air Traffic Controller, Chapters 9 and 10 (NAVEDTRA 12390)</li> </ul>
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about control procedures that are used for VFR aircraft and traffic pattern entry and exit procedures. Questions will be specific on separation methods, identification of the different parts of a traffic pattern, and weather requirements. You will also be asked questions concerning SVFR and VFR-on-top criteria.

## Advancement Handbook for AC3

General AC <i>Skill Area</i>	<b>Radar (Ashore, Carrier, Amphibious)</b>
A <i>skill</i> you are expected to perform from the General Skill Area above:	Provide pilots advisory, control, and flight information
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> <li>• Arriving aircraft holding procedures</li> <li>• Aircraft not radar identified traffic advisory procedures</li> <li>• Departing aircraft delay procedures</li> <li>• Radar identified aircraft traffic advisory procedures</li> <li>• Traffic advisory phraseology formats</li> </ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> <li>• Aeronautical Information Manual, Chapter 5 (AIM)</li> <li>• Air Traffic Control, Chapters 2 and 4 (FAA-7110.65)</li> <li>• Air Traffic Controller, Chapter 10 (NAVEDTRA 12390)</li> </ul>
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about aircraft delay and holding procedures and the associated phraseology. Also, questions will address flight and advisory information and the proper format for issuing each. Questions will be specific on holding and delay criteria, traffic advisories, and phraseology usage.

## Advancement Handbook for AC3

General AC <i>Skill Area</i>	<b>Radar (Ashore, Carrier, Amphibious)</b>
<i>A skill</i> you are expected to perform from the General Skill Area above:	Transfer radar identification of aircraft targets
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> <li>• Radar identification transfer terminology</li> <li>• Radar identification transfer methods</li> <li>• Transferring controller requirements</li> <li>• Receiving controller requirements</li> <li>• Automated radar target transfer procedures</li> <li>• Radio and facility communication/coordination procedures</li> </ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> <li>• Aeronautical Information Manual, Chapter 4 (AIM)</li> <li>• Air Traffic Control, Chapters 2 and 5 (FAA-7110.65)</li> <li>• Air Traffic Controller, Chapters 5 and 10 (NAVEDTRA 12390)</li> <li>• Amphibious Ships Air Traffic Control Manual, Appendix B and I (AE-LHATC-OPM-000)</li> <li>• Carrier Air Traffic Control Handbook, Appendix B and I (AE-CVATC-OPM-000)</li> <li>• Flight Services, Chapters 4 and 12 (FAA-7110.10)</li> </ul>
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about procedures that are used to transfer radar identification of aircraft to other controllers. Questions will be specific on handoff, point out, and traffic methods and terminology. You will also be asked questions concerning interphone and intraphone communication procedures.

## Advancement Handbook for AC3

General AC <i>Skill Area</i>	<b>Radar (Ashore, Carrier, Amphibious)</b>
A <i>skill</i> you are expected to perform from the General Skill Area above:	Select and operate radar equipment features
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> <li>• Radar equipment operating principles</li> <li>• Radar equipment special features operating procedures</li> <li>• Radar equipment terminology</li> <li>• Aircraft status display procedures</li> </ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> <li>• Aeronautical Information Manual, Chapter 1 (AIM)</li> <li>• Air Traffic Control, Chapter 5 (FAA-7110.65)</li> <li>• Air Traffic Controller, Chapter 5 (NAVEDTRA 12390)</li> </ul>
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about identifying the different features of radar equipment and their associated functions. Questions will be specific on component names and their purpose. Additionally, you will be asked questions on how to operate radar equipment.

## Advancement Handbook for AC3

General AC <i>Skill Area</i>	<b>Radar (Ashore, Carrier, Amphibious)</b>
<i>A skill</i> you are expected to perform from the General Skill Area above:	Plot and post ship positions
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> <li>• Aeronautical chart selection procedures</li> <li>• Aeronautical chart types</li> <li>• Airspace restrictions determination</li> <li>• Airspace types</li> <li>• Plotting techniques</li> <li>• Status board information display procedures</li> <li>• Status board position responsibilities</li> <li>• Status board symbology selection</li> </ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> <li>• Air Traffic Controller, Chapter 11 (NAVEDTRA 12390)</li> <li>• Amphibious Ships Air Traffic Control Manual, Chapter 8 and Appendixes C, E, and G (AE-LHATC-OPM-000)</li> <li>• Carrier Air Traffic Control Handbook, Chapter 9 and Appendixes C, E, and G (AE-CVATC-OPM-000)</li> </ul>
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about plotting ship positions and posting this information on status boards. Questions will be specific on airspace identification, status board operator responsibilities, and aeronautical chart selection. You will also be asked questions concerning status board symbology and plotting techniques.

## Advancement Handbook for AC3

General AC <i>Skill Area</i>	<b>Radar (Ashore, Carrier, Amphibious)</b>
<i>A skill</i> you are expected to perform from the General Skill Area above:	Relay launch and recovery information to carrier and amphibious aircraft
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> <li>• Aircraft launch and recovery controller responsibilities</li> <li>• Aircraft launch and recovery information collection procedures</li> <li>• Aircraft launch and recovery information transmittal procedures</li> <li>• Aircraft launch and recovery phraseology formats</li> </ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> <li>• Air Traffic Controller, Chapter 11 (NAVEDTRA 12390)</li> <li>• Amphibious Ships Air Traffic Control Manual, Chapters 2, 4, 8, and Appendix B (AE-LHATC-OPM-000)</li> <li>• Carrier Air Traffic Control Handbook, Chapters 2, 8, 9, and Appendix B (AE-CVATC-OPM-000)</li> <li>• CV NATOPS Manual, Chapters 2, 4, and 5 (NAVAIR 00-80T-105)</li> <li>• LHA/LPH/LHD NATOPS Manual, Chapters 4 and 5 (NAVAIR 00-80T-106)</li> </ul>
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about procedures that are used to identify aircraft and relay information to aircraft operating to and from aircraft carriers and amphibious ships. Also, aircraft data collection and display procedures will be addressed. Questions will be specific on phraseology and procedures used to collect and relay information to aircraft. In addition, you will be asked questions concerning controller responsibilities.

## Advancement Handbook for AC3

General AC <i>Skill Area</i>	<b>Radar (Ashore, Carrier, Amphibious)</b>
A <i>skill</i> you are expected to perform from the General Skill Area above:	Control aircraft to and from amphibious ships
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> <li>• Close air support aircraft to target areas direction procedures</li> <li>• Helicopter and tactical air requests coordination procedures</li> <li>• Tactical information gathering procedures</li> </ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> <li>• Air Traffic Controller, Chapter 11 (NAVEDTRA 12390)</li> <li>• Amphibious Ships Air Traffic Control Manual, Chapters 1, 3, 4, 5, 7, 8, and Appendix A (AE-LHATC-OPM-000)</li> <li>• LHA/LPH/LHD NATOPS Manual, Chapters 5, 6, 7, and Glossary (NAVAIR 00-80T-106)</li> </ul>
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about procedures that are used to direct amphibious aircraft to target areas, coordinate strikes, and gather assault information. Questions will be specific on departure, recovery, and rendezvous procedures. You will be asked questions concerning the terminology that is used during amphibious operations.

## Advancement Handbook for AC3

General AC <i>Skill Area</i>	<b>Radar (Ashore, Carrier, Amphibious)</b>
A <i>skill</i> you are expected to perform from the General Skill Area above:	Vector no-gyro aircraft
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> <li>• Aircraft no-gyro vector and phraseology procedures</li> <li>• Aircraft vector and phraseology procedures</li> </ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> <li>• Aeronautical Information Manual, Chapter 5 (AIM)</li> <li>• Air Traffic Control, Chapter 5 (FAA-7110.65)</li> <li>• Air Traffic Controller, Chapter 10 (NAVEDTRA 12390)</li> </ul>
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about procedures and associated phraseology that are used to vector no-gyro aircraft. Questions will be specific on vectoring techniques and identification and usage of phraseology.



## Advancement Handbook for AC3

General AC <i>Skill Area</i>	<b>Radar (Ashore, Carrier, Amphibious)</b>
A <i>skill</i> you are expected to perform from the General Skill Area above:	Obtain and relay aircraft information
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> <li>• Aircraft information formats</li> <li>• Flight plan service codes</li> <li>• Flight plan VIP codes</li> <li>• Radio communication formats</li> <li>• Radio communication procedures</li> </ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> <li>• Aeronautical Information Manual, Chapters 4 and 5 (AIM)</li> <li>• Air Traffic Control, Chapters 2, 3, and 4 (FAA-7110.65)</li> <li>• Air Traffic Controller, Chapters 7, 9, and 10 (NAVEDTRA 12390)</li> <li>• General Planning, Chapters 3 and 4</li> </ul>
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about procedures that are used to relay aircraft information. Questions will be specific on flight plan service and VIP codes and information relaying formats.

## Advancement Handbook for AC3

General AC <i>Skill Area</i>	<b>Control Tower Operations</b>
<i>A skill</i> you are expected to perform from the General Skill Area above:	Transmit air traffic control (ATC) releases
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> <li>• ATC release phraseology</li> <li>• Hold for release procedures</li> <li>• Procedures for requesting ATC releases</li> <li>• Time check format</li> <li>• Time check procedures</li> </ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> <li>• Aeronautical Information Manual, Chapters 4 and 5 (AIM)</li> <li>• Air Traffic Control, Chapters 2, 3, and 4 (FAA-7110.65)</li> <li>• Air Traffic Controller, Chapters 2 and 9 (NAVEDTRA 12390)</li> <li>• Flight Information Handbook (FIH)</li> <li>• Flight Services, Chapter 4 (FAA-7110.10)</li> <li>• IFR– Supplement United States</li> <li>• NATOPS Air Traffic Control Facilities Manual, Chapters 3 and 6 (NAVAIR 00-80T-114)</li> </ul>
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about release and hold for release procedures. Questions will be specific on ATC release and hold for release phraseology and time check issuance. Also, you will be asked questions concerning when to request and issue ATC releases.

## Advancement Handbook for AC3

General AC <i>Skill Area</i>	<b>Control Tower Operations</b>
A <i>skill</i> you are expected to perform from the General Skill Area above:	Relay airfield advisories
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> <li>• Arresting gear status reporting</li> <li>• Braking action report format</li> <li>• Braking action report phraseology</li> <li>• Lighting outage reporting procedures</li> <li>• Procedures for relaying noncontrol information</li> </ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> <li>• Aeronautical Information Manual, Chapter 4 (AIM)</li> <li>• Air Traffic Control, Chapters 3 and 4 (FAA-7110.65)</li> <li>• Air Traffic Controller, Chapters 1 and 9 (NAVEDTRA 12390)</li> <li>• Flight Information Handbook, Section B (FIH)</li> <li>• IFR– Supplement United States, Section A</li> <li>• Flight Services, Chapter 4 (FAA-7110.10)</li> <li>• NATOPS Air Traffic Control Facilities Manual, Chapter 6 (NAVAIR 00-80T-114)</li> </ul>
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about airfield advisory reporting procedures, formats, and phraseology. Questions will be specific on braking action, runway lighting, and other airport conditions.

## Advancement Handbook for AC3

General AC <i>Skill Area</i>	<b>Control Tower Operations</b>
<i>A skill</i> you are expected to perform from the General Skill Area above:	Control movement of aircraft and vehicles on the airfield
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> <li>• Aircraft and vehicle location determination procedures</li> <li>• Aircraft and vehicle movement phraseology</li> <li>• Airfield markings and movement areas identification</li> <li>• Airfield equipment identification and operating procedures</li> </ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> <li>• Aeronautical Information Manual, Chapters 2, 4, and 5 (AIM)</li> <li>• Air Traffic Control, Chapters 2 and 3 (FAA-7110.65)</li> <li>• Air Traffic Controller, Chapters 4 and 9 (NAVEDTRA 12390)</li> <li>• General Requirements for Shorebased Airfield Marking and Lighting, (NAVAIR 51-50AAA-2)</li> <li>• NATOPS Air Traffic Control Facilities Manual, Chapters 3 and 6 (NAVAIR 00-80T-114)</li> </ul>
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about aircraft and vehicle ground control procedures. Questions will be specific on taxiing procedures and emergency response procedures. Also, you can expect questions concerning airfield markings and equipment procedures.

## Advancement Handbook for AC3

General AC <i>Skill Area</i>	<b>Control Tower Operations</b>
A <i>skill</i> you are expected to perform from the General Skill Area above:	Record aircraft takeoffs and landings
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> <li>• Air traffic activity analyzer operating procedures</li> <li>• Air traffic activity report format</li> <li>• Air traffic activity report tabulation procedures</li> </ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> <li>• Air Traffic Control, Chapter 2 (FAA-7110.65)</li> <li>• Air Traffic Controller, Chapters 5, 9, and 12 (NAVEDTRA 12390)</li> <li>• Flight Services, Chapter 4 (FAA-7110.10)</li> <li>• NATOPS Air Traffic Control Facilities Manual, Chapters 3, 6, 12, and Appendix B (NAVAIR 00-80T-114)</li> </ul>
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about traffic count equipment and procedures. Questions will be specific on how to count each aircraft operation and the associated forms and reports.

## Advancement Handbook for AC3

General AC <i>Skill Area</i>	<b>Control Tower Operations</b>
<i>A skill</i> you are expected to perform from the General Skill Area above:	Monitor navigational aids (NAVAIDs)
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> <li>• Onsite and remote site monitoring procedures</li> <li>• NAVAID status reporting procedures</li> <li>• NAVAID monitor equipment operating procedures</li> </ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> <li>• Aeronautical Information Manual, Chapter 1 (AIM)</li> <li>• Air Traffic Control, Chapter 2 (FAA-7110.65)</li> <li>• Air Traffic Controller, Chapters 2 and 9 (NAVEDTRA 12390)</li> <li>• NATOPS Air Traffic Control Facilities Manual, Chapters 2 and 6 (NAVAIR 00-80T-114)</li> </ul>
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the procedures to follow when a NAVAID is monitored both onsite and at a remote location. Also, you can expect questions concerning the procedures that are used to report NAVAID malfunctions. Questions will be specific on the requirements for monitoring NAVAIDS at the different locations. You will also be asked questions on NAVAID status reporting procedures.

## Advancement Handbook for AC3

General AC <i>Skill Area</i>	<b>Control Tower Operations</b>
<i>A skill</i> you are expected to perform from the General Skill Area above:	Test emergency alarms
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> <li>• Primary crash phone circuit testing procedures</li> <li>• Secondary crash phone circuit testing procedures</li> </ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> <li>• Air Traffic Controller, Chapters 4 and 9 (NAVEDTRA 12390)</li> <li>• NATOPS Air Traffic Control Facilities Manual, Chapters 3 and 6 (NAVAIR 00-80T-114)</li> </ul>
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the testing procedures for both primary and secondary crash phone circuits. Questions will be specific on crash phone testing requirements.

## Advancement Handbook for AC3

General AC <i>Skill Area</i>	<b>Control Tower Operations</b>
A <i>skill</i> you are expected to perform from the General Skill Area above:	Report unusual occurrences
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> <li>• PIREP requesting and forwarding procedures</li> <li>• PIREP phraseology</li> <li>• PIREP criteria</li> <li>• Unusual occurrence reporting procedures</li> </ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> <li>• Aeronautical Information Manual, Chapter 7 (AIM)</li> <li>• Air Traffic Control, Chapters 2, 3, and 10 (FAA-7110.65)</li> <li>• Air Traffic Controller, Chapters 1 and 10 (NAVEDTRA 12390)</li> <li>• Flight Services, Chapter 4 (FAA-7110.10)</li> <li>• NATOPS General Flight and Operating Instructions, Chapter 5 (OPNAVINST 3710.7)</li> <li>• Surface METAR Observations User's Manual, Chapter 9 (NAVMETOC COMINST 3141.2)</li> </ul>
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about requesting and relaying PIREPs. Questions will be specific on phraseology and the conditions that warrant PIREPs. Also, you will be asked questions concerning how to report unusual occurrences.



## Advancement Handbook for AC3

General AC <i>Skill Area</i>	<b>Control Tower Operations</b>
A <i>skill</i> you are expected to perform from the General Skill Area above:	Receive, relay, and post weather information
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> <li>• Weather data encoding and decoding procedures</li> <li>• Aviation Routine Weather Reports (METAR) and Aviation Selected Special Weather Reports (SPECI) formats</li> <li>• Weather hazards identifying procedures</li> <li>• Weather information relaying procedures and phraseology</li> </ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> <li>• Aeronautical Information Manual, Chapter 7 (AIM)</li> <li>• Air Traffic Control, Chapters 2, 3, 4, and 10 (FAA-7110.65)</li> <li>• Air Traffic Controller, Chapters 1 and 10 (NAVEDTRA 12390)</li> <li>• Flight Services, Chapter 4 (FAA-7110.10)</li> <li>• Flight Information Handbook, Section C</li> <li>• NATOPS General Flight and Operating Instructions, Chapter 5 (OPNAVINST 3710.7)</li> <li>• Surface METAR Observations User's Manual, Chapters 1-10 and Appendices (NAVMETOCOMINST 3141.2)</li> </ul>

<p><i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:</p>	<p>You can expect questions about encoding and decoding weather phenomena and all aspects of aviation weather reporting. Questions will be specific on the contractions and abbreviations used in weather reporting and taking tower visibility observations. Also, you will be asked questions concerning the procedures and phraseology for relaying weather data.</p>
---	--

## Advancement Handbook for AC3

General AC <i>Skill Area</i>	<b>Control Tower Operations</b>
A <i>skill</i> you are expected to perform from the General Skill Area above:	Operate airfield lighting systems
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> <li>• Airfield lighting operating intensity setting determination</li> <li>• Airfield lighting system identification</li> <li>• Airfield lighting operating procedures</li> <li>• Airfield lighting status reporting procedures</li> </ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> <li>• Aeronautical Information Manual, Chapter 2 (AIM)</li> <li>• Air Traffic Control, Chapters 3 (FAA-7110.65)</li> <li>• Air Traffic Controller, Chapters 4 and 9 (NAVEDTRA 12390)</li> <li>• Flight Services, Chapter 11 (FAA-7110.10)</li> <li>• General Requirements for Shorebased Airfield Marking and Lighting, Work Packages 3-8 (NAVAIR 51-50AAA-2)</li> </ul>
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the different types of airfield lighting systems and their operating procedures and functions. Questions will be specific on identifying different lighting systems, intensity settings to use in different situations, and operating procedures. Also, you will be asked questions concerning how to report and document airfield lighting outages and their return to service.

## Advancement Handbook for AC3

General AC <i>Skill Area</i>	<b>Emergency Operations</b>
<i>A skill</i> you are expected to perform from the General Skill Area above:	Report aircraft emergencies
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> <li>• ATC emergency phraseology</li> <li>• ATC emergency procedures</li> <li>• Emergency aircraft beacon code assignments</li> <li>• Crash phone operating and testing procedures</li> </ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> <li>• Aeronautical Information Manual, Chapter 6 (AIM)</li> <li>• Air Traffic Control, Chapters 2, 3, 5, and 10 (FAA-7110.65)</li> <li>• Air Traffic Controller, Chapters 4 and 10 (NAVEDTRA 12390)</li> <li>• Amphibious Ships Air Traffic Control Manual, Chapters 3, 5, and 6 (AE-LHATC-OPM-000)</li> <li>• Carrier Air Traffic Control Handbook, Chapters 3, 5, 6, and 7 (AE-CVATC-OPM-000)</li> <li>• CV NATOPS Manual, Chapters 3, 4, 5, and 6 (NAVAIR 00-80T-105)</li> <li>• Flight Information Handbook, Section A (FIH)</li> <li>• Flight Services, Chapter 5 (FAA-7110.10)</li> <li>• LHA/LPH/LHD NATOPS Manual, Chapters 3, 4, and 5 (NAVAIR 00-80T-106)</li> <li>• NATOPS Air Traffic Control Facilities Manual, Chapter 3 (NAVAIR 00-80T-114)</li> <li>• NATOPS General Flight and Operating Instructions, Chapters 5 and 7 (OPNAVINST 3710.7)</li> </ul>

<p><i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:</p>	<p>You can expect questions about aircraft emergency procedures and emergency equipment operating and testing procedures. Questions will be specific on phraseology, procedures, beacon codes, and equipment.</p>
---	---

## Advancement Handbook for AC3

General AC <i>Skill Area</i>	<b>Flight Planning</b>
<i>A skill</i> you are expected to perform from the General Skill Area above:	Relay information on operations that require special handling
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> <li>• Special operations information notification procedures</li> <li>• VIP codes</li> </ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> <li>• Aeronautical Information Manual, Chapters 4 and 6 (AIM)</li> <li>• Air Traffic Control, Chapters 2 and 10 (FAA-7110.65)</li> <li>• Air Traffic Controller, Chapter 7 (NAVEDTRA 12390)</li> <li>• Amphibious Ships Air Traffic Control Manual, Chapter 1 (AE-LHATC-OPM-000)</li> <li>• CV NATOPS Manual, Chapters 1, 2, and Appendix C (NAVAIR 00-80T-105)</li> <li>• Flight Services, Chapters 4, 5, 6, and 7 (FAA-7110.10)</li> <li>• General Planning, Chapters 3, 4, and 5</li> <li>• LHA/LPH/LHD NATOPS Manual, Chapters 1 and 4 (NAVAIR 00-80T-106)</li> <li>• NATOPS Air Traffic Control Facilities Manual, Chapter 5 (NAVAIR 00-80T-114)</li> </ul>
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about relaying information on special operations and VIP movements. Questions will be specific on ordnance handling, VIP codes, publications, customs, and other situations that require special handling.

## Advancement Handbook for AC3

General AC <i>Skill Area</i>	<b>Flight Planning</b>
A <i>skill</i> you are expected to perform from the General Skill Area above:	Process flight plans
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> <li>• Flight plan filing procedures</li> <li>• Procedures for receiving and forwarding flight plan data</li> <li>• Flight plan codes</li> <li>• Flight plan form selection procedures</li> <li>• Procedures for checking flight plans</li> <li>• Flight plan publications</li> </ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> <li>• Aeronautical Information Manual, Chapter 5 (AIM)</li> <li>• Air Traffic Control, Chapter 2 (FAA-7110.65)</li> <li>• Air Traffic Controller, Chapter 7 (NAVEDTRA 12390)</li> <li>• Amphibious Ships Air Traffic Control Manual, Appendix H (AE-LHATC-OPM-000)</li> <li>• Carrier Air Traffic Control Handbook, Chapter 9 (AE-CVATC-OPM-000)</li> <li>• CV NATOPS Manual, Chapter 2 (NAVAIR 00-80T-105)</li> <li>• Facility Operation and Administration, Chapter 14 (FAA-7210.3)</li> <li>• Flight Information Handbook (FIH)</li> <li>• Flight Services, Chapters 4 and 6 (FAA-7110.10)</li> <li>• General Planning, Chapters 2, 3, 4, and 5</li> <li>• High Altitude United States</li> <li>• IFR– Supplement United States</li> <li>• LHA/LPH/LHD NATOPS Manual, Chapter 2 (NAVAIR 00-80T-106)</li> <li>• Low Altitude United States</li> </ul>

	<ul style="list-style-type: none"> <li>• National Imagery and Mapping Agency Catalog of Maps, Charts, and Related Products, Part 1– Aeronautical Products, Volume I</li> <li>• National Imagery and Mapping Agency Catalog of Maps, Charts, and Related Products, Semiannual Bulletin Digest, Part 1– Aeronautical Products</li> <li>• NATOPS Air Traffic Control Facilities Manual, Chapter 5 (NAVAIR 00-80T-114)</li> <li>• NATOPS General Flight and Operating Instructions, Chapters 4 and 5 (OPNAVINST 3710.7)</li> </ul>
<p><i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:</p>	<p>You can expect questions about every aspect of filing a flight plan. Questions will be specific on flight plan forms, codes, processing procedures, verifying procedures, and publications.</p>



## Advancement Handbook for AC3

General AC <i>Skill Area</i>	<b>Flight Planning</b>
A <i>skill</i> you are expected to perform from the General Skill Area above:	Report the status of the airfield and associated airfield equipment
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> <li>• Attributes of airfield equipment</li> <li>• Equipment outage reporting procedures</li> <li>• Procedures for relaying airfield and airfield equipment status</li> <li>• Notice to Airmen (NOTAM) drafting procedures</li> <li>• Identifying NOTAM codes</li> <li>• NOTAM formats</li> <li>• NOTAM posting and forwarding procedures</li> <li>• NOTAM revision and cancellation procedures</li> </ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> <li>• Aeronautical Information Manual, Chapters 1, 2, and 5 (AIM)</li> <li>• Air Traffic Control, Chapter 2 (FAA-7110.65)</li> <li>• Air Traffic Controller, Chapters 4, 5, 7, and 9 (NAVEDTRA 12390)</li> <li>• Department of Defense Notice to Airmen (NOTAM) System, Chapters 1, 2, 3, 4, 5 and 6 (OPNAVINST 3721.20)</li> <li>• Flight Information Handbook, Section F (FIH)</li> <li>• Flight Services, Chapters 6, 7, 11 (FAA-7110.10)</li> <li>• NATOPS Air Traffic Control Facilities Manual, Chapters 2, 5, 6, 7, and 9 (NAVAIR 00-80T-114)</li> <li>• NATOPS General Flight and Operating Instructions, Chapter 1 (OPNAVINST 3710.7)</li> </ul>

<p><i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:</p>	<p>You can expect questions about the procedures for reporting airfield conditions and airfield equipment outages. Questions will be specific on identifying airfield equipment and markings, procedures for documenting airfield outages, and the entire NOTAM process.</p>
---	--

## Advancement Handbook for AC3

General AC <i>Skill Area</i>	<b>Flight Planning</b>
A <i>skill</i> you are expected to perform from the General Skill Area above:	File maps and charts
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> <li>• Attributes of the types of maps and charts that are used by air traffic control (ATC)</li> <li>• Map and chart revision procedures</li> </ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> <li>• Aeronautical Information Manual, Chapter 9 (AIM)</li> <li>• Air Traffic Controller, Chapter 2 and 7 (NAVEDTRA 12390)</li> <li>• Amphibious Ships Air Traffic Control Manual, Appendixes F and G Chapter (AE-LHATC-OPM-000)</li> <li>• Carrier Air Traffic Control Handbook, Appendixes F and G (AE-CVATC-OPM-000)</li> <li>• General Planning, Chapter 3</li> <li>• National Imagery and Mapping Agency Catalog of Maps, Charts, and Related Products, Part 1– Aeronautical Products, Volume I</li> <li>• National Imagery and Mapping Agency Catalog of Maps, Charts, and Related Products, Semiannual Bulletin Digest, Part 1– Aeronautical Products</li> <li>• NATOPS Air Traffic Control Facilities Manual, Chapter 5 (NAVAIR 00-80T-114)</li> </ul>
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about maps and publications that are used for ATC. Questions will be specific on types of maps and charts and procedures used for making revisions.

## Advancement Handbook for AC3

General AC <i>Skill Area</i>	<b>General Operating Procedures</b>
<i>A skill</i> you are expected to perform from the General Skill Area above:	Direct and maintain radio communications
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> <li>• Radio frequency phraseology</li> <li>• Radio frequency assignment procedures</li> <li>• Radio frequency monitoring procedures</li> <li>• Procedures for establishing radio communications with aircraft and facilities</li> </ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> <li>• Aeronautical Information Manual, Chapters 4, 5, and 6 (AIM)</li> <li>• Air Traffic Control, Chapters 2, 3, 4, 5, and 10 (FAA-7110.65)</li> <li>• Air Traffic Controller, Chapters 5 and 10 (NAVEDTRA 12390)</li> <li>• Amphibious Ships Air Traffic Control Manual, Chapters 3, 6; Appendixes B and I (AE-LHATC-OPM-000)</li> <li>• Carrier Air Traffic Control Handbook, Chapters 3, 5, and 7 (AE-CVATC-OPM-000)</li> <li>• CV NATOPS Manual, Chapter 5 (NAVAIR 00-80T-105)</li> <li>• Flight Services, Chapter 4 (FAA-7110.10)</li> <li>• LHA/LPH/LHD NATOPS Manual, Chapters 4 and 5 (NAVAIR 00-80T-106)</li> </ul>
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about radio communications procedures and phraseology. Questions will be specific on frequency assignment, monitoring requirements, and transmission format.

## Advancement Handbook for AC3

General AC <i>Skill Area</i>	<b>General Operating Procedures</b>
<i>A skill</i> you are expected to perform from the General Skill Area above:	Convert time for various time zones
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> <li>• Conversion of local time to coordinated universal time</li> <li>• Conversion of coordinated universal time to local time</li> <li>• Phraseology for relaying local and coordinated universal times</li> </ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> <li>• Air Traffic Control, Chapter 2 (FAA-7110.65)</li> <li>• Air Traffic Controller, Chapter 2 (NAVEDTRA 12390)</li> <li>• Flight Information Handbook, Section E (FIH)</li> </ul>
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on the procedures that are used to convert different times. Questions will be specific on time-zone identification, conversion formulas, and the phraseology that is used to relay time checks.

## Advancement Handbook for AC3

General AC <i>Skill Area</i>	<b>General Operating Procedures</b>
<i>A skill</i> you are expected to perform from the General Skill Area above:	Identify the types of airspace
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> <li>• Airspace class definition</li> <li>• Airspace class altitude parameters</li> <li>• Airspace restrictions</li> </ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> <li>• Aeronautical Information Manual, Chapter 3 and Glossary (AIM)</li> <li>• Air Traffic Control, Chapter 2 and Glossary (FAA-7110.65)</li> <li>• Air Traffic Controller, Chapter 6 (NAVEDTRA 12390)</li> <li>• Amphibious Ships Air Traffic Control Manual, Chapters 2, 3, and Appendix E (AE-LHATC-OPM-000)</li> <li>• Carrier Air Traffic Control Handbook, Chapters 2, 3, and Appendix E (AE-CVATC-OPM-000)</li> <li>• Designation of Class A, Class B, Class C, Class D, and Class E Airspace Areas; Airways; Routes; and Reporting Points (FAR-Part 71)</li> <li>• General Planning, Chapter 3</li> <li>• Procedures for Handling Airspace Matters, Chapters 23 through 33 (FAA-7400.2)</li> <li>• Security Control of Air Traffic (FAR-Part 99)</li> <li>• Special Use Airspace (FAR-Part 73)</li> </ul>
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the types of airspace you deal with as an air traffic controller. Questions will be specific on defining the types of airspace, the altitude limit of each type of airspace, and the restrictions applied to each type of airspace area.

## Advancement Handbook for AC3

General AC <i>Skill Area</i>	<b>General Operating Procedures</b>
<i>A skill</i> you are expected to perform from the General Skill Area above:	Perform checks on assigned equipment
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> <li>• Checkout procedures for air traffic control (ATC) equipment</li> <li>• Features of ATC equipment</li> </ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> <li>• Air Traffic Control, Chapter 5 (FAA-7110.65)</li> <li>• Air Traffic Controller, Chapters 5, 7, 9, and 10 (NAVEDTRA 12390)</li> <li>• Amphibious Ships Air Traffic Control Manual, Chapter 2 and Appendix H (AE-LHATC-OPM-000)</li> <li>• Carrier Air Traffic Control Handbook, Chapters 2 and 9 (AE-CVATC-OPM-000)</li> <li>• NATOPS Air Traffic Control Facilities Manual, Chapters 3, 6, 7, and 10 (NAVAIR 00-80T-114)</li> <li>• Equipment technical manual</li> </ul>
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the checkout procedures for the equipment that is used by air traffic controllers. Questions will be specific on what an operator should check on a piece of equipment when assuming a control position and on identifying the different equipment available.

## Advancement Handbook for AC3

General AC <i>Skill Area</i>	<b>General Operating Procedures</b>
<i>A skill</i> you are expected to perform from the General Skill Area above:	Process data on flight progress strips
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> <li>• Flight progress strip marking procedures</li> <li>• Flight progress strip abbreviations and control symbols</li> <li>• Procedures for updating and forwarding data on flight progress strips</li> </ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> <li>• Air Traffic Control, Chapter 2 (FAA-7110.65)</li> <li>• Air Traffic Controller, Chapter 7 (NAVEDTRA 12390)</li> <li>• Flight Services, Chapter 4 (FAA-7110.10)</li> <li>• General Planning, Chapter 4</li> <li>• NATOPS Air Traffic Control Facilities Manual, Chapters 3, 6, and 7 (NAVAIR 00-80T-114)</li> </ul>
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the procedures for filling out flight progress strips. Questions will be specific on strip marking abbreviations and symbols, procedures for updating data on strips, and when and how to forward data found on flight progress strips.



## Advancement Handbook for AC3

General AC <i>Skill Area</i>	<b>General Operating Procedures</b>
<i>A skill</i> you are expected to perform from the General Skill Area above:	Maintain status boards
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> <li>• Procedures for writing on status boards</li> <li>• Status board abbreviations and symbols</li> <li>• Procedures for relaying status board information</li> </ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> <li>• Air Traffic Controller, Chapters 9 and 11 (NAVEDTRA 12390)</li> <li>• Amphibious Ships Air Traffic Control Manual, Chapters 5, 8, and Appendix C (AE-LHATC-OPM-000)</li> <li>• Carrier Air Traffic Control Handbook, Chapters 5, 9, and Appendix C (AE-CVATC-OPM-000)</li> <li>• NATOPS Air Traffic Control Facilities Manual, Chapter 6 (NAVAIR 00-80T-114)</li> </ul>
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about updating and writing data on status boards. Questions will be specific on status board abbreviations and symbols, relaying status board information, and techniques for placing data on status boards.

## Advancement Handbook for AC3

General AC <i>Skill Area</i>	<b>General Operating Procedures</b>
<i>A skill</i> you are expected to perform from the General Skill Area above:	Log aircraft incidents
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> <li>• Facility log entry procedures for aircraft incidents</li> <li>• Definitions of the different types of aircraft incidents</li> <li>• Aircraft incident reporting procedures</li> </ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> <li>• Aeronautical Information Manual, Chapter 7 (AIM)</li> <li>• Air Traffic Controller, Chapter 12 (NAVEDTRA 12390)</li> <li>• Facility Operation and Administration, Chapter 5 (FAA-7210.3)</li> <li>• NATOPS Air Traffic Control Facilities Manual, Chapter 3 and Appendix F (NAVAIR 00-80T-114)</li> <li>• NATOPS General Flight and Operating Instructions, Chapter 3 (OPNAVINST 3710.7)</li> </ul>
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the procedures used to document aircraft incident reports. Questions will be specific on log entry procedures, identifying the types of incidents, and incident reporting procedures.

## Advancement Handbook for AC3

General AC <i>Skill Area</i>	<b>Technical Administration</b>
<i>A skill</i> you are expected to perform from the General Skill Area above:	Identify aircraft types and operational characteristics
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> <li>• Recognition of types of aircraft</li> <li>• Operational characteristics of aircraft</li> <li>• Effects of wake turbulence and inclement weather on aircraft performance</li> </ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> <li>• Aeronautical Information Manual, Chapter 7 (AIM)</li> <li>• Air Traffic Control, Chapter 2, Appendix A and B (FAA-7110.65)</li> <li>• Air Traffic Controller, Chapters 1 and 3 (NAVEDTRA 12390)</li> <li>• Flight Information Handbook, Section C (FIH)</li> <li>• Surface METAR Observations User's Manual, Chapter 2 (NAVMETOC COMINST 3141.2)</li> </ul>
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the different types of aircraft and their operational characteristics. Questions will be specific on identifying aircraft, knowledge of aircraft performance characteristics, and the effects of wake turbulence and bad weather on aircraft performance.

## Part 2

### Advancement Handbook for AC2

## Advancement Handbook for AC2

General AC <i>Skill Area</i>	<b>Radar (Ashore, Carrier, Amphibious)</b>
A <i>skill</i> you are expected to perform from the General Skill Area above:	Control aircraft under instrument meteorological conditions (IMC)
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> <li>• Aircraft heading and altitude assignment procedures</li> <li>• Instrument flight rules (IFR) aircraft separation criteria</li> <li>• Nonradar separation procedures</li> <li>• Attributes of the types of navigational aids (NAVAIDs)</li> <li>• Aircraft position determination procedures</li> </ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> <li>• Aeronautical Information Manual, Chapters 1, 4, and 5 (AIM)</li> <li>• Air Traffic Control, Chapters 4, 5, and 6 (FAA-7110.65)</li> <li>• Air Traffic Controller, Chapters 5, 8, and 10 (NAVEDTRA 12390)</li> <li>• Amphibious Ships Air Traffic Control Manual, Chapters 3, 4, and 5 (AE-LHATC-OPM-000)</li> <li>• Carrier Air Traffic Control Handbook, Chapters 3, 4, and 5 (AE-CVATC-OPM-000)</li> <li>• CV NATOPS Manual, Chapters 3, 4, and 5 (NAVAIR 00-80T-105)</li> <li>• General Operating and Flight Rules (FAR-Part 91)</li> <li>• LHA/LPH/LHD NATOPS Manual, Chapters 3, 4, and 5 (NAVAIR 00-80T-106)</li> </ul>

<p><i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:</p>	<p>You can expect questions about IFR separation procedures and aircraft heading and altitude assignment procedures. Questions will be specific on vertical, longitudinal, and lateral separation criteria. You will also be questioned on how to identify NAVAIDs that are used for separation, radar approaches, and nonradar control procedures.</p>
---	---

## Advancement Handbook for AC2

General AC <i>Skill Area</i>	<b>Radar (Ashore, Carrier, Amphibious)</b>
<i>A skill</i> you are expected to perform from the General Skill Area above:	Vector aircraft during departures and arrivals
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> <li>• Degrees of control that are used for departures and arrivals</li> <li>• Aircraft vectoring procedures</li> <li>• Procedures for sequencing and resequencing aircraft into patterns</li> <li>• Aircraft marshaling procedures</li> <li>• Procedures for assigning headings to aircraft</li> <li>• Phraseology for vectoring aircraft</li> </ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> <li>• Aeronautical Information Manual, Chapter 5 (AIM)</li> <li>• Air Traffic Control, Chapters 3, 4, 5, 6, and 7 (FAA-7110.65)</li> <li>• Air Traffic Controller, Chapters 9, 10, and 11 (NAVEDTRA 12390)</li> <li>• Amphibious Ships Air Traffic Control Manual, Chapters 3, 4, 5, and Appendix B (AE-LHATC-OPM-000)</li> <li>• Carrier Air Traffic Control Handbook, Chapters 3, 4, 5, 6, and Appendix B (AE-CVATC-OPM-000)</li> <li>• CV NATOPS Manual, Chapters 3, 4, and 5 (NAVAIR 00-80T-105)</li> <li>• General Operating and Flight Rules (FAR-Part 91)</li> <li>• LHA/LPH/LHD NATOPS Manual, Chapters 3, 4, and 5 (NAVAIR 00-80T-106)</li> </ul>

<p><i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:</p>	<p>You can expect questions about the procedures for vectoring aircraft during departures and recoveries. Questions will be specific on the degrees of control, sequencing, marshaling, and assigning headings to aircraft. You will also be asked questions concerning the phraseology to use when vectoring aircraft.</p>
---	---



## Advancement Handbook for AC2

General AC <i>Skill Area</i>	<b>Radar (Ashore, Carrier, Amphibious)</b>
A <i>skill</i> you are expected to perform from the General Skill Area above:	Approve air traffic control (ATC) releases
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> <li>• Aircraft departure release procedures</li> <li>• Phraseology for releasing aircraft for takeoff</li> </ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> <li>• Aeronautical Information Manual, Chapter 5 (AIM)</li> <li>• Air Traffic Control, Chapter 4 (FAA-7110.65)</li> <li>• Air Traffic Controller, Chapter 10 (NAVEDTRA 12390)</li> </ul>
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about how and when to request ATC releases for aircraft departures. Questions will be specific on time requirements and the correct phraseology to use.

## Advancement Handbook for AC2

General AC <i>Skill Area</i>	<b>Radar (Ashore, Carrier, Amphibious)</b>
A <i>skill</i> you are expected to perform from the General Skill Area above:	Assign aircraft holding
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> <li>• Aircraft marshal and holding procedures</li> <li>• Approach and departure time assignment procedures</li> <li>• Procedures for updating data on marshal status boards</li> <li>• Marshal status board symbology</li> </ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> <li>• Aeronautical Information Manual, Chapter 5 (AIM)</li> <li>• Air Traffic Control, Chapters 4 and 5 (FAA-7110.65)</li> <li>• Air Traffic Controller, Chapters 10 and 11 (NAVEDTRA 12390)</li> <li>• Amphibious Ships Air Traffic Control Manual, Chapter 5 and Appendixes A, B, and C (AE-LHATC-OPM-000)</li> <li>• Carrier Air Traffic Control Handbook, Chapter 5 and Appendixes A, B, and C (AE-CVATC-OPM-000)</li> <li>• CV NATOPS Manual, Chapter 5 and Glossary (NAVAIR 00-80T-105)</li> <li>• LHA/LPH/LHD NATOPS Manual, Chapter 5 and Glossary (NAVAIR 00-80T-106)</li> </ul>

<p><i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:</p>	<p>You can expect questions about aircraft holding procedures. Questions will be specific on holding radial assignment and issuing approach and departure times. You will also be asked questions concerning the procedures and symbology that are used on status boards.</p>
---	---

## Advancement Handbook for AC2

General AC <i>Skill Area</i>	<b>Radar (Ashore, Carrier, Amphibious)</b>
A <i>skill</i> you are expected to perform from the General Skill Area above:	Assign identification friend or foe (IFF)/selective identification feature (SIF) codes
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> <li>• Aircraft beacon code assignment procedures</li> <li>• Beacon code meanings</li> <li>• IFF/SIF equipment operating procedures</li> </ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> <li>• Aeronautical Information Manual, Chapters 1, 4, and 6 (AIM)</li> <li>• Air Traffic Control, Chapter 5 (FAA-7110.65)</li> <li>• Air Traffic Controller, Chapters 8 and 10 (NAVEDTRA 12390)</li> <li>• CV NATOPS Manual, Chapter 3 (NAVAIR 00-80T-105)</li> <li>• General Operating and Flight Rules (FAR-Part 91)</li> <li>• LHA/LPH/LHD NATOPS Manual, Chapter 3 (NAVAIR 00-80T-106)</li> </ul>
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about radar beacon code assignment procedures. Questions will be specific on identifying normal and emergency beacon codes and IFF/SIF operating procedures.

## Advancement Handbook for AC2

General AC <i>Skill Area</i>	<b>Radar (Ashore, Carrier, Amphibious)</b>
A <i>skill</i> you are expected to perform from the General Skill Area above:	Coordinate aircraft movements with other controllers and agencies
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> <li>• Radar and tower coordination procedures</li> <li>• Aircraft handoff procedures</li> <li>• Coordination phraseology that is used for aircraft movements</li> <li>• Attributes of equipment that is used for aircraft coordination</li> </ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> <li>• Aeronautical Information Manual, Chapters 4 and 5 (AIM)</li> <li>• Air Traffic Control, Chapters 3, 4 and 5 (FAA-7110.65)</li> <li>• Air Traffic Controller, Chapters 5, 9, and 10 (NAVEDTRA 12390)</li> <li>• NATOPS Air Traffic Control Facilities Manual, Chapters 6 and 7 (NAVAIR 00-80T-114)</li> </ul>
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the procedures used to coordinate aircraft movements. Questions will be specific on handoff procedures, equipment, and the phraseology that is used in aircraft movement coordination.

## Advancement Handbook for AC2

General AC <i>Skill Area</i>	<b>Radar (Ashore, Carrier, Amphibious)</b>
A <i>skill</i> you are expected to perform from the General Skill Area above:	Control aircraft during refueling operations
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> <li>• Procedures that are used to join-up refueling aircraft</li> <li>• Refueling terminology</li> <li>• Refueling pattern parameters</li> <li>• Procedures for relaying refueling status</li> <li>• Status board symbology</li> </ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> <li>• Aeronautical Information Manual, Chapter 6 (AIM)</li> <li>• Air Traffic Control, Chapter 9 (FAA-7110.65)</li> <li>• Air Traffic Controller, Chapters 10 and 11 (NAVEDTRA 12390)</li> <li>• Amphibious Ships Air Traffic Control Manual, Appendix C (AE-LHATC-OPM-000)</li> <li>• Carrier Air Traffic Control Handbook, Chapters 4, 5, 6, and Appendix C (AE-CVATC-OPM-000)</li> <li>• CV NATOPS Manual, Chapter 5 (NAVAIR 00-80T-105)</li> <li>• General Operating and Flight Rules (FAR-Part 91)</li> <li>• NATOPS General Flight and Operating Instructions, Chapter 5 (OPNAVINST 3710.7)</li> </ul>

<p><i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:</p>	<p>You can expect questions about the procedures used to control aircraft during refueling operations. Questions will be specific on refueling terminology, refueling patterns, refueling status reports, and the control procedures for joining aircraft. You will also be asked questions concerning the symbology that is used on status boards to annotate the status of refueling operations.</p>
---	--

## Advancement Handbook for AC2

General AC <i>Skill Area</i>	<b>Radar (Ashore, Carrier, Amphibious)</b>
A <i>skill</i> you are expected to perform from the General Skill Area above:	Conduct initial search for overdue aircraft
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> <li>• Communication search procedures for overdue aircraft</li> <li>• Instrument flight rules (IFR) and visual flight rules (VFR) search and rescue (SAR) requirements</li> <li>• Procedures for determining what type of SAR action to take, that is, asking if an aircraft has landed or returned to station (QALQ), information request (INREQ), or alert notice (ALNOT)</li> </ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> <li>• Aeronautical Information Manual, Chapter 6 (AIM)</li> <li>• Air Traffic Control, Chapter 10 (FAA-7110.65)</li> <li>• Air Traffic Controller, Chapter 7 (NAVEDTRA 12390)</li> <li>• Flight Services, Chapter 8 (FAA-7110.10)</li> </ul>
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about SAR procedures. Questions will be specific on IFR and VFR SAR requirements and the types of SAR actions.



## Advancement Handbook for AC2

General AC <i>Skill Area</i>	<b>Radar (Ashore, Carrier, Amphibious)</b>
A <i>skill</i> you are expected to perform from the General Skill Area above:	Control aircraft during amphibious operations
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> <li>• Procedures for assigning control points during assaults</li> <li>• Procedures for determining holding points for assault aircraft</li> <li>• Helicopter status report procedures</li> <li>• Bomb damage assessments (BDA) formats</li> <li>• Procedures for receiving and relaying BDAs</li> </ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> <li>• Air Traffic Controller, Chapter 11 (NAVEDTRA 12390)</li> <li>• Amphibious Ships Air Traffic Control Manual (AE-LHATC-OPM-000)</li> <li>• LHA/LPH/LHD NATOPS Manual (NAVAIR 00-80T-106)</li> </ul>
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the control procedures that are used during amphibious operations. Questions will be specific on control points, holding points, helicopter status reports, and BDAs.

## Advancement Handbook for AC2

General AC <i>Skill Area</i>	<b>Radar (Ashore, Carrier, Amphibious)</b>
<i>A skill</i> you are expected to perform from the General Skill Area above:	Transmit weather information
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> <li>• Procedures for relaying weather information to aircraft</li> <li>• Phraseology for issuing weather information</li> <li>• Weather encoding symbology</li> </ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> <li>• Aeronautical Information Manual, Chapter 7 (AIM)</li> <li>• Air Traffic Control, Chapters 2 and 8 (FAA-7110.65)</li> <li>• Air Traffic Controller, Chapters 1 and 10 (NAVEDTRA 12390)</li> <li>• Surface METAR Observations User's Manual (NAVMETOC COMINST 3141.2)</li> </ul>
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about relaying weather information to aircraft. Questions will be specific on phraseology and the codes that are used to forward weather information.

## Advancement Handbook for AC2

General AC <i>Skill Area</i>	<b>Control Tower Operations</b>
A <i>skill</i> you are expected to perform from the General Skill Area above:	Clear taxiways for aircraft under tow
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> <li>• Procedures for taxiing aircraft</li> <li>• Special airfield operations procedures</li> <li>• Phraseology for directing aircraft and vehicle movement on the airfield</li> </ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> <li>• Aeronautical Information Manual, Chapters 4 and 5 (AIM)</li> <li>• Air Traffic Control, Chapters 2 and 3 (FAA-7110.65)</li> <li>• Air Traffic Controller, Chapter 9 (NAVEDTRA 12390)</li> <li>• General Operating and Flight Rules (FAR-Part 91)</li> <li>• NATOPS Air Traffic Control Facilities Manual, Chapter 6 (NAVAIR 00-80T-114)</li> </ul>
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the procedures used for taxiing aircraft and controlling vehicle movements on airfields. Questions will be specific on identifying airfield hazards, coordinating special operations, and phraseology.

## Advancement Handbook for AC2

General AC <i>Skill Area</i>	<b>Control Tower Operations</b>
A <i>skill</i> you are expected to perform from the General Skill Area above:	Clear aircraft for airfield operations
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> <li>• Procedures for approving and disapproving aircraft airfield operations</li> <li>• Aircraft separation criteria</li> <li>• Aircraft waveoff procedures</li> <li>• Phraseology that is used to direct aircraft airfield operations</li> </ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> <li>• Aeronautical Information Manual, Chapters 4 and 5 (AIM)</li> <li>• Air Traffic Control, Chapters 2 and 3 (FAA-7110.65)</li> <li>• Air Traffic Controller, Chapter 9 (NAVEDTRA 12390)</li> <li>• General Operating and Flight Rules (FAR-Part 91)</li> <li>• NATOPS Air Traffic Control Facilities Manual, Chapter 6 (NAVAIR 00-80T-114)</li> </ul>
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the procedures that are used to approve and disapprove aircraft airfield operations. Questions will be specific on landing and takeoff clearance procedures, separation requirements, and phraseology.

## Advancement Handbook for AC2

General AC <i>Skill Area</i>	<b>Control Tower Operations</b>
A <i>skill</i> you are expected to perform from the General Skill Area above:	Direct aircraft into visual flight rules (VFR) traffic patterns
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> <li>• Procedures for sequencing and resequencing aircraft into VFR traffic patterns</li> <li>• Entry procedures and parameters for VFR traffic patterns</li> <li>• Phraseology that is used for sequencing aircraft</li> </ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> <li>• Aeronautical Information Manual, Chapters 4 and 5 (AIM)</li> <li>• Air Traffic Control, Chapters 3, 4, 5, and 7 (FAA-7110.65)</li> <li>• Air Traffic Controller, Chapters 9 and 10 (NAVEDTRA 12390)</li> <li>• General Operating and Flight Rules (FAR-Part 91)</li> <li>• NATOPS Air Traffic Control Facilities Manual, Chapters 6 and 7 (NAVAIR 00-80T-114)</li> </ul>
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the procedures that are used for sequencing and resequencing aircraft into VFR traffic patterns. Questions will be specific on overhead and downwind entry procedures, pattern altitudes and dimensions, and phraseology.

## Advancement Handbook for AC2

General AC <i>Skill Area</i>	<b>Control Tower Operations</b>
A <i>skill</i> you are expected to perform from the General Skill Area above:	Verify aircraft wheels are down
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> <li>• Procedures for visual inspection of taxiing and airborne aircraft</li> <li>• Phraseology for advising pilots of abnormal aircraft conditions</li> </ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> <li>• Aeronautical Information Manual, Chapter 4 (AIM)</li> <li>• Air Traffic Control, Chapters 2 and 3 (FAA-7110.65)</li> <li>• Air Traffic Controller, Chapter 9 (NAVEDTRA 12390)</li> <li>• NATOPS Air Traffic Control Facilities Manual, Chapter 6 (NAVAIR 00-80T-114)</li> <li>• NATOPS General Flight and Operating Instructions, Chapter 6 (OPNAVINST 3710.7)</li> </ul>
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the procedures that are used to visually inspect aircraft on the ground and in the air. Questions will be specific on landing gear checks, the relaying of abnormal condition reports, and phraseology.

## Advancement Handbook for AC2

General AC <i>Skill Area</i>	<b>Control Tower Operations</b>
A <i>skill</i> you are expected to perform from the General Skill Area above:	Issue runway braking action reports
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> <li>• Procedures for relaying runway braking action reports to aircraft and airport management</li> <li>• Braking action terms and codes</li> <li>• Phraseology for relaying braking action reports</li> </ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> <li>• Aeronautical Information Manual, Chapter 4 (AIM)</li> <li>• Air Traffic Control, Chapter 3 (FAA-7110.65)</li> <li>• Air Traffic Controller, Chapter 9 (NAVEDTRA 12390)</li> <li>• Flight Information Handbook, Section B (FIH)</li> <li>• Flight Services, Chapter 17 (FAA-7110.10)</li> <li>• NATOPS General Flight and Operating Instructions, Chapter 6 (OPNAVINST 3710.7)</li> </ul>
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the procedures for relaying braking action reports. Questions will be specific on braking action terminology, codes, and phraseology.

## Advancement Handbook for AC2

General AC <i>Skill Area</i>	<b>Fleet Area Control and Surveillance Facility (FACSFAC)</b>
A <i>skill</i> you are expected to perform from the General Skill Area above:	Control aircraft in special use airspace
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> <li>• Procedures for notifying aircraft of activity in special use airspace</li> <li>• Hot area alert notification procedures</li> <li>• Types of special use airspace</li> <li>• Aircraft beacon code assignment procedures</li> <li>• Procedures for maintaining airspace usage accountability logs</li> </ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> <li>• Aeronautical Information Manual, Chapter 3 (AIM)</li> <li>• Air Traffic Control, Chapters 2, 5, and 9 (FAA-7110.65)</li> <li>• Air Traffic Controller, Chapter 6 (NAVEDTRA 12390)</li> <li>• Amphibious Ships Air Traffic Control Manual, Appendix E (AE-LHATC-OPM-000)</li> <li>• Carrier Air Traffic Control Handbook, Appendix E (AE-CVATC-OPM-000)</li> <li>• General Planning, Chapter 3</li> <li>• NATOPS Air Traffic Control Facilities Manual, Chapters 3 and 10 (NAVAIR 00-80T-114)</li> <li>• Procedures for Handling Airspace Matters, Chapters 29, 30, 31, 32, and 33 (FAA-7400.2)</li> <li>• Special Use Airspace (FAR-Part 73)</li> </ul>



<p><i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:</p>	<p>You can expect questions about the procedures that are used to control aircraft in special use airspace. Questions will be specific on hot area alerts, airspace identification, and beacon code assignments.</p>
---	--

## Advancement Handbook for AC2

General AC <i>Skill Area</i>	<b>Emergency Operations</b>
<i>A skill</i> you are expected to perform from the General Skill Area above:	Control aircraft experiencing emergencies
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> <li>• Procedures for providing control instructions to emergency aircraft</li> <li>• Vectoring procedures for emergency aircraft</li> <li>• Procedures for relaying emergency information</li> <li>• Portable traffic control light signals</li> <li>• Emergency beacon code assignment procedures</li> </ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> <li>• Aeronautical Information Manual, Chapters 4 and 6 (AIM)</li> <li>• Air Traffic Control, Chapters 3, 5, and 10 (FAA-7110.65)</li> <li>• Air Traffic Controller, Chapters 5, 9, and 10 (NAVEDTRA 12390)</li> <li>• Amphibious Ships Air Traffic Control Manual, Chapters 3, 5, and 6 (AE-LHATC-OPM-000)</li> <li>• Carrier Air Traffic Control Handbook, Chapters 3, 5, and 7 (AE-CVATC-OPM-000)</li> <li>• CV NATOPS Manual, Chapters 3, 4, 5, and 6 (NAVAIR 00-80T-105)</li> <li>• Flight Services, Chapter 5 (FAA-7110.10)</li> <li>• LHA/LPH/LHD NATOPS Manual, Chapters 3, 4, and 5 (NAVAIR 00-80T-106)</li> </ul>
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the procedures used to control aircraft experiencing emergencies. Questions will be specific on control procedures, vectoring, information relay, light gun signals, and emergency beacon code assignments.

## Advancement Handbook for AC2

General AC <i>Skill Area</i>	<b>Flight Planning</b>
A <i>skill</i> you are expected to perform from the General Skill Area above:	Maintain charts and maps
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> <li>• Attributes that characterize each type of chart, map, and publication that is used by air traffic control (ATC)</li> <li>• Procedures for maintaining charts, maps, and publications</li> </ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> <li>• Aeronautical Information Manual, Chapter 9 (AIM)</li> <li>• Air Traffic Controller, Chapters 2 and 7 (NAVEDTRA 12390)</li> <li>• Amphibious Ships Air Traffic Control Manual, Appendix G (AE-LHATC-OPM-000)</li> <li>• Carrier Air Traffic Control Handbook, Appendix G (AE-CVATC-OPM-000)</li> <li>• General Planning, Chapter 3</li> <li>• Low Altitude United States</li> <li>• National Imagery and Mapping Agency Catalog of Maps, Charts, and Related Products, Part 1– Aeronautical Products, Volume I</li> <li>• National Imagery and Mapping Agency Catalog of Maps, Charts, and Related Products, Semiannual Bulletin Digest, Part 1– Aeronautical Products</li> <li>• NATOPS Air Traffic Control Facilities Manual, Chapters 3 and 5 (NAVAIR 00-80T-114)</li> </ul>

<p><i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:</p>	<p>You can expect questions about the procedures that are used to maintain charts, maps, and publications. Questions will be specific on the types of charts maps, and publications that are used by ATC and the procedures that are used to update, change, and make deletions to charts, maps, and publications.</p>
---	--

## Advancement Handbook for AC2

General AC <i>Skill Area</i>	<b>General Operating Procedures</b>
<i>A skill</i> you are expected to perform from the General Skill Area above:	Monitor radar and tower positions
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> <li>• Radar positions monitoring procedures</li> <li>• Tower positions monitoring procedures</li> <li>• Procedures for documenting trainee performance</li> <li>• Productive training hour (PTH) requirements for each position</li> <li>• Procedures for counseling personnel on qualification requirements</li> <li>• Facility tape talk programs</li> </ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> <li>• Air Traffic Controller, Chapters 9 and 10 (NAVEDTRA 12390)</li> <li>• Certification: Airmen Other Than Flight Crewmembers (FAR-Part 65)</li> <li>• NATOPS Air Traffic Control Facilities Manual, Chapters 3, 4, 6, 7 and 8 (NAVAIR 00-80T-114)</li> </ul>
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the procedures and responsibilities for monitoring radar and tower positions. Questions will be specific on monitoring procedures and responsibilities, documenting trainee performance, PTH requirements, counseling procedures, and a facility's tape talk program.

## Advancement Handbook for AC2

General AC <i>Skill Area</i>	<b>General Operating Procedures</b>
<i>A skill</i> you are expected to perform from the General Skill Area above:	Monitor automatic terminal information service (ATIS)
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> <li>• Operating procedures for ATIS equipment</li> <li>• ATIS message formats</li> </ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> <li>• Aeronautical Information Manual, Chapter 4 (AIM)</li> <li>• Air Traffic Control, Chapter 2 (FAA-7110.65)</li> <li>• Air Traffic Controller, Chapters 5 and 9 (NAVEDTRA 12390)</li> <li>• NATOPS Air Traffic Control Facilities Manual, Chapters 3 and 6 (NAVAIR 00-80T-114)</li> </ul>
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the operation of ATIS equipment. Questions will be specific on operating procedures and ATIS message format.

## Advancement Handbook for AC2

General AC <i>Skill Area</i>	<b>Technical Administration</b>
<i>A skill</i> you are expected to perform from the General Skill Area above:	Perform operational checks on instrument carrier landing system (ICLS) equipment
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> <li>• ICLS approach procedures</li> <li>• ICLS operating procedures</li> </ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> <li>• Air Traffic Controller, Chapters 5 and 11 (NAVEDTRA 12390)</li> <li>• Carrier Air Traffic Control Handbook, Chapter 5 and Appendix A (AE-CVATC-OPM-000)</li> <li>• CV NATOPS Manual, Chapter 5 and Glossary (NAVAIR 00-80T-105)</li> <li>• Technical publication</li> </ul>
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about operating ICLS equipment. Questions will be specific on ICLS approaches and equipment operation.

## Advancement Handbook for AC2

General AC <i>Skill Area</i>	<b>Technical Administration</b>
<i>A skill</i> you are expected to perform from the General Skill Area above:	Operate tactical air navigational (TACAN) equipment
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> <li>• Procedures for operating TACAN equipment</li> <li>• TACAN monitor operating procedures</li> </ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> <li>• Air Traffic Controller, Chapters 5 and 10 (NAVEDTRA 12390)</li> <li>• NATOPS Air Traffic Control Facilities Manual, Chapters 2 and 7 (NAVAIR 00-80T-114)</li> <li>• Equipment technical manual</li> </ul>
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the operating procedures for TACAN equipment. Questions will be specific on equipment operating procedures and monitoring TACANs.



## Advancement Handbook for AC2

General AC <i>Skill Area</i>	<b>Technical Administration</b>
<i>A skill</i> you are expected to perform from the General Skill Area above:	Report operational deviations and errors
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> <li>• Definition of operational deviations and errors</li> <li>• Difference between an operational deviation and an error</li> <li>• Reporting procedures for operational deviations and errors</li> </ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> <li>• Air Traffic Controller, Chapter 12 (NAVEDTRA 12390)</li> <li>• Facility Operation and Administration, Chapter 5 (FAA-7210.3)</li> <li>• NATOPS Air Traffic Control Facilities Manual, Chapter 3 (NAVAIR 00-80T-114)</li> <li>• NATOPS General Flight and Operating Instructions, Chapter 3 (OPNAVINST 3710.7)</li> </ul>
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the procedures that are used to report operational deviations and errors. Questions will be specific on what attributes distinguish an operational deviation from an error and the reporting procedures for each.

## Advancement Handbook for AC2

General AC <i>Skill Area</i>	<b>Technical Administration</b>
<i>A skill</i> you are expected to perform from the General Skill Area above:	Prepare air traffic control (ATC) equipment status reports
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> <li>• Attributes of types of equipment that are used at ATC facilities</li> <li>• Procedures for reporting the status of ATC equipment</li> <li>• Equipment log entry procedures</li> </ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> <li>• Air Traffic Controller, Chapters 5 and 12 (NAVEDTRA 12390)</li> <li>• Facility Operation and Administration, Chapter 3 (FAA-7210.3)</li> <li>• NATOPS Air Traffic Control Facilities Manual, Chapters 3, 6, 7, 10 (NAVAIR 00-80T-114)</li> </ul>
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the procedures that are used to report ATC equipment status. Questions will be specific on reporting procedures, log entries, and identifying different types of ATC equipment.

## Part 3

### Advancement Handbook for AC1

## Advancement Handbook for AC1

General AC <i>Skill Area</i>	<b>Radar (Ashore, Carrier, Amphibious)</b>
A <i>skill</i> you are expected to perform from the General Skill Area above:	Insert data link addresses
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> <li>• Procedures for entering and verifying data link addresses</li> </ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> <li>• Air Traffic Controller, Chapter 11 (NAVEDTRA 12390)</li> <li>• Carrier Air Traffic Control Handbook, Appendix B (AE-CVATC-OPM-000)</li> <li>• CV NATOPS Manual, Chapter 5 (NAVAIR 00-80T-105)</li> <li>• Equipment technical manual</li> </ul>
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the procedures that are used to enter aircraft data link addresses. Questions will be specific on equipment operation and identifying aircraft addresses.

## Advancement Handbook for AC1

General AC <i>Skill Area</i>	<b>Radar (Ashore, Carrier, Amphibious)</b>
<i>A skill</i> you are expected to perform from the General Skill Area above:	Control aircraft by using nonradar procedures
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> <li>• Nonradar separation criteria</li> <li>• Procedures for controlling aircraft in a nonradar environment</li> <li>• Nonradar approach procedures</li> </ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> <li>• Aeronautical Information Manual, Chapter 5 (AIM)</li> <li>• Air Traffic Control, Chapter 6 (FAA-7110.65)</li> <li>• Air Traffic Controller, Chapter 10 (NAVEDTRA 12390)</li> <li>• Amphibious Ships Air Traffic Control Manual, Chapters 3 and 7 (AE-LHATC-OPM-000)</li> <li>• Carrier Air Traffic Control Handbook, Chapters 3 and 8 (AE-CVATC-OPM-000)</li> <li>• CV NATOPS Manual, Chapters 3, 4, and 5 (NAVAIR 00-80T-105)</li> <li>• General Operating and Flight Rules (FAR-Part 91)</li> <li>• LHA/LPH/LHD NATOPS Manual, Chapter 3, 4, and 5 (NAVAIR 00-80T-106)</li> </ul>
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the procedures that are used for controlling aircraft by using nonradar procedures. Questions will be specific on nonradar separation criteria, nonradar control procedures, and nonradar approach procedures.

## Advancement Handbook for AC1

General AC <i>Skill Area</i>	<b>Radar (Ashore, Carrier, Amphibious)</b>
A <i>skill</i> you are expected to perform from the General Skill Area above:	Control and coordinate airspace usage
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> <li>• Types of airspace</li> <li>• Procedures for coordinating airspace usage</li> <li>• Procedures for documenting airspace usage</li> <li>• Controller responsibilities in each type of airspace area</li> </ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> <li>• Aeronautical Information Manual, Chapter 3 (AIM)</li> <li>• Air Traffic Control, Chapter 2 (FAA-7110.65)</li> <li>• Air Traffic Controller, Chapters 6 and 8 (NAVEDTRA 12390)</li> <li>• Amphibious Ships Air Traffic Control Manual, Appendix E (AE-LHATC-OPM-000)</li> <li>• Carrier Air Traffic Control Handbook, Appendix E (AE-CVATC-OPM-000)</li> <li>• Designation of Class A, Class B, Class C, Class D, and Class E Airspace Areas; Airways; Routes; and Reporting Points (FAR-Part 71)</li> <li>• FLIP, General Planning, Chapter 3</li> <li>• NATOPS Air Traffic Control Facilities Manual, Chapters 3 and 10 (NAVAIR 00-80T-114)</li> <li>• Procedures for Handling Airspace Matters, Chapters 23 through 32 (FAA-7400.2)</li> <li>• Special Use Airspace (FAR-Part 73)</li> </ul>

<p><i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:</p>	<p>You can expect questions about the procedures that are used to control and coordinate airspace usage. Questions will be specific on identifying the types of airspace, airspace usage documentation procedures, and controller responsibilities in each type of airspace.</p>
---	--

## Advancement Handbook for AC1

General AC <i>Skill Area</i>	<b>Radar (Ashore, Carrier, Amphibious)</b>
<i>A skill</i> you are expected to perform from the General Skill Area above:	Issue aircraft holding and marshal instructions
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> <li>• Procedures for issuing holding instructions to aircraft</li> <li>• Procedures for issuing marshal instructions to aircraft</li> <li>• Phraseology that is used for issuing holding and marshal instructions</li> <li>• Holding and marshal pattern separation criteria</li> </ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> <li>• Aeronautical Information Manual, Chapter 5 (AIM)</li> <li>• Air Traffic Control, Chapters 4 and 5 (FAA-7110.65)</li> <li>• Air Traffic Controller, Chapters 10 and 11 (NAVEDTRA 12390)</li> <li>• Amphibious Ships Air Traffic Control Manual, Chapters 3, 5, 8, and Appendix B (AE-LHATC-OPM-000)</li> <li>• Carrier Air Traffic Control Handbook, Chapters 3, 5, 8, 9, and Appendix B (AE-CVATC-OPM-000)</li> <li>• CV NATOPS Manual, Chapters 3 and 5 (NAVAIR 00-80T-105)</li> <li>• LHA/LPH/LHD NATOPS Manual, Chapters 3 and 5 (NAVAIR 00-80T-106)</li> </ul>
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the procedures that are used to issue holding and marshal instructions to aircraft. Questions will be specific on control procedures, phraseology, and separation criteria for holding and marshal.



## Advancement Handbook for AC1

General AC <i>Skill Area</i>	<b>Radar (Ashore, Carrier, Amphibious)</b>
A <i>skill</i> you are expected to perform from the General Skill Area above:	Coordinate flight operations with shipboard agencies and the landing signal officer (LSO)
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> <li>• Procedures for coordinating flight operations with shipboard agencies</li> <li>• Procedures for coordinating flight operations with LSOs</li> <li>• Operating procedures for shipboard coordination equipment</li> <li>• Procedures for updating the air plan</li> </ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> <li>• Air Traffic Controller, Chapters 9 and 11 (NAVEDTRA 12390)</li> <li>• Amphibious Ships Air Traffic Control Manual, Chapters 2 through 7 and Appendixes C and I (AE-LHATC-OPM-000)</li> <li>• Carrier Air Traffic Control Handbook, Chapters 2 through 8 and Appendixes C and I (AE-CVATC-OPM-000)</li> <li>• CV NATOPS Manual, Chapters 2, 3, 4, and 5 (NAVAIR 00-80T-105)</li> <li>• LHA/LPH/LHD NATOPS Manual, Chapters 2, 3, 4, and 5 (NAVAIR 00-80T-106)</li> <li>• NATOPS Landing Signal Officer Manual, Chapters 1, 3, 4, 5, and 6 (NAVAIR 00-80T-104)</li> <li>• Equipment technical manual</li> </ul>

<p><i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:</p>	<p>You can expect questions about the procedures that are used to coordinate flight operations with shipboard agencies and LSOs. Questions will be specific on coordination procedures, equipment, and the air plan that coordinates flight operations with shipboard agencies and LSOs.</p>
---	--

## Advancement Handbook for AC1

General AC <i>Skill Area</i>	<b>Radar (Ashore, Carrier, Amphibious)</b>
<i>A skill</i> you are expected to perform from the General Skill Area above:	Coordinate maintenance of air traffic control (ATC) equipment
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> <li>• Procedures for coordinating equipment maintenance</li> <li>• Attributes of the types of ATC equipment</li> </ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> <li>• Aeronautical Information Manual, Chapter 1 (AIM)</li> <li>• Air Traffic Controller, Chapters 5, 9, 10, and 11 (NAVEDTRA 12390)</li> <li>• NATOPS Air Traffic Control Facilities Manual, Chapters 2, 3, 5, 6, and 7 (NAVAIR 00-80T-114)</li> </ul>
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the procedures that are used to coordinate equipment maintenance. Questions will be specific on coordination procedures and identifying ATC equipment.

## Advancement Handbook for AC1

General AC <i>Skill Area</i>	<b>Control Tower Operations</b>
<i>A skill</i> you are expected to perform from the General Skill Area above:	Plan and assign runway usage
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> <li>• Procedures for assigning runways for landings and takeoffs</li> <li>• Runway separation criteria</li> <li>• Procedures for determining the active runway based on weather data</li> </ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> <li>• Aeronautical Information Manual, Chapters 2 and 4 (AIM)</li> <li>• Air Traffic Control, Chapter 3 (FAA-7110.65)</li> <li>• Air Traffic Controller, Chapters 1 and 9 (NAVEDTRA 12390)</li> <li>• NATOPS Air Traffic Control Facilities Manual, Chapters 2 and 6 (NAVAIR 00-80T-114)</li> </ul>
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the procedures that are used to plan and assign runways for aircraft operations. Questions will be specific on runway selection procedures, initial aircraft separation on runways, separation required between runways, and how weather data affects runway selection.

## Advancement Handbook for AC1

General AC <i>Skill Area</i>	<b>General Operating Procedures</b>
<i>A skill</i> you are expected to perform from the General Skill Area above:	Notify personnel of problems affecting flight operations
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> <li>• Procedures for notifying personnel of problems affecting flight operations</li> <li>• Notification documentation procedures</li> </ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> <li>• Aeronautical Information Manual, Chapter 4 (AIM)</li> <li>• Air Traffic Control, Chapters 3, 4, and 10 (FAA-7110.65)</li> <li>• Air Traffic Controller, Chapter 12 (NAVEDTRA 12390)</li> <li>• Amphibious Ships Air Traffic Control Manual, Chapters 2 and 3 (AE-LHATC-OPM-000)</li> <li>• Carrier Air Traffic Control Handbook, Chapters 2 and 3 (AE-CVATC-OPM-000)</li> <li>• CV NATOPS Manual, Chapters 2 and 3 (NAVAIR 00-80T-105)</li> <li>• Facility Operation and Administration, Chapters 2, 3 and 4 (FAA-7210.3)</li> <li>• LHA/LPH/LHD NATOPS Manual, Chapters 2 and 3 (NAVAIR 00-80T-106)</li> <li>• NATOPS Air Traffic Control Facilities Manual, Chapters 1, 2, and 3 (NAVAIR 00-80T-114)</li> <li>• Security Control of Air Traffic (FAR-Part 99)</li> </ul>
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the procedures that are used to notify personnel of factors affecting flight operations. Questions will be specific on notification procedures and the associated documentation.

## Advancement Handbook for AC1

General AC <i>Skill Area</i>	<b>Technical Administration</b>
<i>A skill</i> you are expected to perform from the General Skill Area above:	Review and submit changes to air traffic control (ATC) procedures
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> <li>• Procedures for drafting changes to ATC procedures</li> <li>• Procedures for submitting changes to ATC procedures</li> <li>• Forms and documentation for submitting changes to ATC procedures</li> </ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> <li>• Air Traffic Controller, Chapter 12 (NAVEDTRA 12390)</li> <li>• Facility Operation and Administration, Chapters 10 and 13 (FAA-7210.3)</li> <li>• NATOPS Air Traffic Control Facilities Manual, Chapters 3, 9, Appendixes I, M, N, and Q (NAVAIR 00-80T-114)</li> <li>• Procedures for Handling Airspace Matters, Chapters 7 and 10 (FAA-7400.2)</li> <li>• United States Standard for Terminal Instrument Procedures (TERPS) (OPNAVINST 3722.16)</li> </ul>
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the procedures for drafting and submitting changes to ATC procedures. Questions will be specific on change procedures and documentation.

## Advancement Handbook for AC1

General AC <i>Skill Area</i>	<b>Technical Administration</b>
<i>A skill</i> you are expected to perform from the General Skill Area above:	Prepare notice to airmen (NOTAM)
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> <li>• Procedures for preparing NOTAMs</li> <li>• NOTAM formats</li> <li>• NOTAM codes</li> </ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> <li>• Aeronautical Information Manual, Chapter 5 (AIM)</li> <li>• Air Traffic Controller, Chapters 7 and 12 (NAVEDTRA 12390)</li> <li>• Department of Defense Notice to Airmen (NOTAM) System (OPNAVINST 3721.20)</li> <li>• Flight Information Handbook, Section F (FIH)</li> <li>• NATOPS Air Traffic Control Facilities Manual, Chapters 3, 5, and 9 (NAVAIR 00-80T-114)</li> </ul>
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the procedures that are used to prepare NOTAMs. Questions will be specific on the preparation, formats, and codes for NOTAMs.

## Advancement Handbook for AC1

General AC <i>Skill Area</i>	<b>Technical Administration</b>
<i>A skill</i> you are expected to perform from the General Skill Area above:	Maintain air traffic control (ATC) facility records, logs, and reports
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> <li>• Procedures for maintaining ATC facility records, logs, and reports</li> <li>• Attributes of records, logs, and reports that are used at an ATC facility</li> </ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> <li>• Air Traffic Controller, Chapter 12 (NAVEDTRA 12390)</li> <li>• Facility Operation and Administration, Chapter 4 (FAA-7210.3)</li> <li>• NATOPS Air Traffic Control Facilities Manual, Chapter 3 and Appendixes F, G, and H (NAVAIR 00-80T-114)</li> </ul>
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the various records, logs, and reports that are maintained at an ATC facility. Questions will be specific on upkeep procedures and the different records, logs, and reports that are used in an ATC facility.



## Advancement Handbook for AC1

General AC <i>Skill Area</i>	<b>Technical Administration</b>
<i>A skill</i> you are expected to perform from the General Skill Area above:	Prepare and process aircraft incident reports and flight violation reports
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> <li>• Procedures for drafting aircraft incident and flight violation reports</li> <li>• Incident report and flight violation research procedures</li> <li>• Procedures for documenting incident and flight violation reports</li> </ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> <li>• Aeronautical Information Manual, Chapter 7 (AIM)</li> <li>• Air Traffic Controller, Chapter 12 (NAVEDTRA 12390)</li> <li>• Facility Operation and Administration, Chapters 4 and 5 (FAA-7210.3)</li> <li>• NATOPS Air Traffic Control Facilities Manual, Chapter 3 and Appendixes F and G (NAVAIR 00-80T-114)</li> <li>• NATOPS General Flight and Operating Instructions, Chapter 3 (OPNAVINST 3710.7)</li> </ul>
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the procedures that are used to research and prepare aircraft incident and flight violation reports. Questions will be specific on report forms, reporting procedures, and documentation procedures for aircraft incident and flight violation reports.

## Advancement Handbook for AC1

General AC <i>Skill Area</i>	<b>Technical Administration</b>
<i>A skill</i> you are expected to perform from the General Skill Area above:	Determine air traffic control (ATC) chart and publication usage
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> <li>• Procedures for ordering ATC charts and publications</li> <li>• Attributes of ATC charts and publications</li> </ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> <li>• Aeronautical Information Manual, Chapter 9 (AIM)</li> <li>• Air Traffic Controller, Chapter 7 (NAVEDTRA 12390)</li> <li>• Amphibious Ships Air Traffic Control Manual, Appendix G (AE-LHATC-OPM-000)</li> <li>• Carrier Air Traffic Control Handbook, Appendix G (AE-CVATC-OPM-000)</li> <li>• General Planning, Chapter 3</li> <li>• High Altitude United States</li> <li>• IFR– Supplement United States</li> <li>• Low Altitude United States</li> <li>• National Imagery and Mapping Agency Catalog of Maps, Charts, and Related Products, Part 1– Aeronautical Products, Volume I</li> <li>• National Imagery and Mapping Agency Catalog of Maps, Charts, and Related Products, Semiannual Bulletin Digest, Part 1– Aeronautical Products</li> <li>• NATOPS Air Traffic Control Facilities Manual, Chapter 5 (NAVAIR 00-80T-114)</li> </ul>

<p><i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:</p>	<p>You can expect questions about the procedures that are used for ordering charts and publications. Questions will be specific on ordering forms and chart and publication identification.</p>
---	---

## Advancement Handbook for AC1

General AC <i>Skill Area</i>	<b>Technical Administration</b>
<i>A skill</i> you are expected to perform from the General Skill Area above:	Incorporate air operation manual and facility manual changes with existing air traffic control (ATC) procedures.
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> <li>• Procedures for modifying ATC procedures as a result of air operation manual changes or facility manual changes</li> <li>• Air operation manual formats and facility manual formats</li> </ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> <li>• Air Traffic Controller, Chapter 12 (NAVEDTRA 12390)</li> <li>• Facility Operation and Administration, Chapters 2, 3, and 4 (FAA-7210.3)</li> <li>• NATOPS Air Traffic Control Facilities Manual, Chapters 2 and 3 (NAVAIR 00-80T-114)</li> </ul>
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the procedures that are used to modify ATC procedures as a result of changes to air operation manuals and facility manuals. Questions will be specific on the formats of air operation manuals and facility manuals and the procedures that are used to change ATC procedures.

## Part 4

### Advancement Handbook for ACC

## Advancement Handbook for ACC

General AC <i>Skill Area</i>	<b>Radar (Ashore, Carrier, Amphibious)</b>
<i>A skill</i> you are expected to perform from the General Skill Area above:	Determine the precision approach landing system (PALS) approach for aircraft recovery
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> <li>• Types of PALS approaches</li> <li>• Procedures to determine the PALS mode approach for an aircraft's recovery</li> <li>• PALS approach weather requirements</li> </ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> <li>• Air Traffic Controller, Chapters 5 and 11 (NAVEDTRA 12390)</li> <li>• Amphibious Ships Air Traffic Control Manual, Chapter 5, Appendixes A and B (AE-LHATC-OPM-000)</li> <li>• Carrier Air Traffic Control Handbook, Chapters 2, 5, 9, and Appendixes A and B (AE-CVATC-OPM-000)</li> <li>• CV NATOPS Manual, Chapter 5 and Glossary (NAVAIR 00-80T-105)</li> <li>• LHA/LPH/LHD NATOPS Manual, Chapter 5 and Glossary (NAVAIR 00-80T-106)</li> <li>• NATOPS Air Traffic Control Facilities Manual, Chapters 3, 9, and Appendix O (NAVAIR 00-80T-114)</li> </ul>
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the procedures that are used to determine the correct PALS approach for each aircraft recovery. Questions will be specific on the types of PALS approaches, PALS procedures, and weather requirements.

## Advancement Handbook for ACC

General AC <i>Skill Area</i>	<b>Radar (Ashore, Carrier, Amphibious)</b>
<i>A skill</i> you are expected to perform from the General Skill Area above:	Coordinate air-to-air aircraft refueling
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> <li>• Aircraft refueling separation</li> <li>• Coordination procedures for aircraft refueling operations</li> <li>• Status board symbology for relaying aircraft refueling conditions</li> </ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> <li>• Air Traffic Control, Chapter 9 (FAA-7110.65)</li> <li>• Air Traffic Controller, Chapter 11 (NAVEDTRA 12390)</li> <li>• Carrier Air Traffic Control Handbook, Chapters 4, 5, 6, and Appendixes A, B, and C (AE-CVATC-OPM-000)</li> <li>• CV NATOPS Manual, Chapter 5 and Glossary (NAVAIR 00-80T-105)</li> </ul>
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the procedures that are used to coordinate aircraft refueling operations. Questions will be specific on aircraft separation, coordination procedures, and refueling status board symbology.

## Advancement Handbook for ACC

General AC <i>Skill Area</i>	<b>Radar (Ashore, Carrier, Amphibious)</b>
<i>A skill</i> you are expected to perform from the General Skill Area above:	Determine adequacy of radar presentation and performance
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> <li>• Procedures for checking the suitability of ATC equipment</li> <li>• Equipment performance characteristics</li> <li>• Procedures for documenting the operating condition of radar equipment</li> </ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> <li>• Air Traffic Controller, Chapters 5 and 10 (NAVEDTRA 12390)</li> <li>• Amphibious Ships Air Traffic Control Manual, Chapter 2 and Appendix H (AE-LHATC-OPM-000)</li> <li>• Carrier Air Traffic Control Handbook, Chapters 2 and 9 (AE-CVATC-OPM-000)</li> <li>• Facility Operation and Administration, Chapters 3 and 8 (FAA-7210.3)</li> <li>• NATOPS Air Traffic Control Facilities Manual, Chapters 3, 7, and 10 (NAVAIR 00-80T-114)</li> <li>• Equipment technical manual</li> </ul>
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the procedures that are used to determine the acceptability of ATC radar equipment. Questions will be specific on equipment checkout procedures, operating characteristics, and equipment malfunction documentation procedures.



## Advancement Handbook for ACC

General AC <i>Skill Area</i>	<b>Radar (Ashore, Carrier, Amphibious)</b>
A <i>skill</i> you are expected to perform from the General Skill Area above:	Monitor FAA flight inspections
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> <li>• Types of flight inspections</li> <li>• Flight inspection preparation procedures</li> <li>• Flight inspection criteria</li> <li>• Flight inspection coordination procedures</li> <li>• Facility status classifications</li> <li>• Shipboard inspection requirements</li> </ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> <li>• Aeronautical Information Manual, Chapter 4 (AIM)</li> <li>• Air Traffic Control, Chapter 9 (FAA-7110.65)</li> <li>• Air Traffic Controller, Chapters 10 and 12 (NAVEDTRA 12390)</li> <li>• Amphibious Ships Air Traffic Control Manual, Chapter 2 (AE-LHATC-OPM-000)</li> <li>• Carrier Air Traffic Control Handbook, Chapter 2 (AE-CVATC-OPM-000)</li> <li>• Facility Operation and Administration, Chapter 6 (FAA-7210.3)</li> <li>• NATOPS Air Traffic Control Facilities Manual, Chapters 2, 7, and 9 (NAVAIR 00-80T-114)</li> <li>• United States Standard Flight Inspection Manual, (NAVAIR 16-1-520)</li> </ul>
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the procedures for requesting and monitoring flight inspections of Navy equipment. Questions will be specific on types of inspections, preparation and coordination procedures, flight inspection criteria, and facility status classifications.

## Advancement Handbook for ACC

General AC <i>Skill Area</i>	<b>Radar (Ashore, Carrier, Amphibious)</b>
<i>A skill</i> you are expected to perform from the General Skill Area above:	Evaluate radar and tower personnel for position certification
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> <li>• Maximum productive training hours (PTHs) that are recommended for each position</li> <li>• Procedures for certifying controllers on positions</li> <li>• Documentation procedures for controller certification</li> <li>• Documentation procedures for controllers that do not meet certification standards</li> </ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> <li>• Air Traffic Controller, Chapter 9, 10, and 12 (NAVEDTRA 12390)</li> <li>• Certification: Airmen Other Than Flight Crewmembers (FAR-Part 65)</li> <li>• Facility Operation and Administration, Chapter 8 (FAA-7210.3)</li> <li>• NATOPS Air Traffic Control Facilities Manual, Chapters 6, 7, 8, and 10 (NAVAIR 00-80T-114)</li> </ul>
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the ATC certification process. Questions will be specific on position PTH limits, certification standards, and documentation associated with the controller certification process.

## Advancement Handbook for ACC

General AC <i>Skill Area</i>	<b>Control Tower Operations</b>
A <i>skill</i> you are expected to perform from the General Skill Area above:	Verify airport layout
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> <li>• Airfield markings</li> <li>• Airfield marking requirements</li> <li>• Airport layout verification procedures</li> </ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> <li>• Aeronautical Information Manual, Chapter 2 (AIM)</li> <li>• Air Traffic Controller, Chapters 4 and 12 (NAVEDTRA 12390)</li> <li>• Facility Planning Criteria for Navy and Marine Corps Shore Installations (NAVFAC P-80)</li> <li>• General Requirements for Shorebased Airfield Marking and Lighting (NAVAIR 51-50AAA-2)</li> <li>• NATOPS Air Traffic Control Facilities Manual, Chapters 3, 6, 9, and Appendix M (NAVAIR 00-80T-114)</li> </ul>
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the procedures that are used to verify an airport's layout. Questions will be specific on airfield markings, marking requirements, and airfield layout verification procedures.

## Advancement Handbook for ACC

General AC <i>Skill Area</i>	<b>Fleet Area Control and Surveillance Facility (FACSFAC)</b>
A <i>skill</i> you are expected to perform from the General Skill Area above:	Review altitude reservation (ALTRV) requests
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> <li>• Items that are contained in an ALTRV request</li> <li>• ALTRV approval and coordination procedures</li> </ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> <li>• Aeronautical Information Manual, Chapter 5 and Glossary (AIM)</li> <li>• Air Traffic Control, Chapters 2, 4, and Glossary (FAA-7110.65)</li> <li>• Air Traffic Controller, Chapter 7 and 12 (NAVEDTRA 12390)</li> <li>• Amphibious Ships Air Traffic Control Manual, Appendix H (AE-LHATC-OPM-000)</li> <li>• Carrier Air Traffic Control Handbook, Appendix A (AE-CVATC-OPM-000)</li> <li>• General Planning, Chapters 2, 3, and 4</li> <li>• Special Military Operations, Chapter 3 (FAA-7610.4)</li> </ul>
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the content of ALTRV requests. Questions will be specific on items contained in an ALTRV request and ALTRV approval and coordination procedures.

## Advancement Handbook for ACC

General AC <i>Skill Area</i>	<b>Fleet Area Control and Surveillance Facility (FACSFAC)</b>
A <i>skill</i> you are expected to perform from the General Skill Area above:	Coordinate special use airspace (SUA) operations
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> <li>• Types of SUA</li> <li>• Procedures for preparing and revising SUA messages</li> <li>• Documentation procedures for SUA usage</li> <li>• Coordination procedures for SUA operations</li> </ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> <li>• Aeronautical Information Manual, Chapter 3 (AIM)</li> <li>• Air Traffic Controller, Chapter 6 (NAVEDTRA 12390)</li> <li>• Amphibious Ships Air Traffic Control Manual, Appendix E (AE-LHATC-OPM-000)</li> <li>• Carrier Air Traffic Control Handbook, Appendix E (AE-CVATC-OPM-000)</li> <li>• General Planning, Chapters 2 and 3</li> <li>• NATOPS Air Traffic Control Facilities Manual, Chapters 3 and 10 (NAVAIR 00-80T-114)</li> <li>• NATOPS General Flight and Operating Instructions, Chapter 5 (OPNAVINST 3710.7)</li> <li>• Procedures for Handling Airspace Matters, Chapters 27 through 33 (FAA-7400.2)</li> <li>• Special Use Airspace (FAR-Part 73)</li> </ul>
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about coordinating the use of SUA. Questions will be specific on identifying the different types of SUA, SUA message formats, and coordination procedures for SUA activity.

## Advancement Handbook for ACC

General AC <i>Skill Area</i>	<b>Emergency Operations</b>
<i>A skill</i> you are expected to perform from the General Skill Area above:	Coordinate search and rescue (SAR) communications
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> <li>• SAR procedures</li> <li>• SAR communication and message procedures</li> </ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> <li>• Aeronautical Information Manual, Chapter 6 (AIM)</li> <li>• Air Traffic Control, Chapter 10 (FAA-7110.65)</li> <li>• Air Traffic Controller, Chapters 7 and 10 (NAVEDTRA 12390)</li> <li>• Amphibious Ships Air Traffic Control Manual, Chapters 2, 3, and Appendixes F and H (AE-LHATC-OPM-000)</li> <li>• Carrier Air Traffic Control Handbook, Chapter 3 and Appendix F (AE-CVATC-OPM-000)</li> <li>• Flight Information Handbook, Section A (FIH)</li> <li>• Flight Services, Chapters 5 and 8 (FAA-7110.10)</li> </ul>
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about SAR operations. Questions will be specific on SAR procedures, SAR message formats, and SAR communications and coordination procedures.

## Advancement Handbook for ACC

General AC <i>Skill Area</i>	<b>Flight Planning</b>
A <i>skill</i> you are expected to perform from the General Skill Area above:	Conduct prelaunch briefs
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> <li>• Information that is required for a prelaunch brief</li> <li>• Prelaunch brief formats</li> <li>• Procedures for preparing prelaunch briefs</li> </ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> <li>• Air Traffic Controller, Chapter 11 (NAVEDTRA 12390)</li> <li>• Amphibious Ships Air Traffic Control Manual, Chapters 1, 4, 6, and Appendix H (AE-LHATC-OPM-000)</li> <li>• Carrier Air Traffic Control Handbook, Chapters 4, 7, 9, and Appendix A (AE-CVATC-OPM-000)</li> <li>• CV NATOPS Manual, Chapter 4 (NAVAIR 00-80T-105)</li> <li>• LHA/LPH/LHD NATOPS Manual, Chapter 4 (NAVAIR 00-80T-106)</li> </ul>
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about performing prelaunch briefs. Questions will be specific on prelaunch brief information, brief formats, and briefing procedures.

## Advancement Handbook for ACC

General AC <i>Skill Area</i>	<b>Flight Planning</b>
<i>A skill</i> you are expected to perform from the General Skill Area above:	Coordinate distinguished visitor and very important person (VIP) movements
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> <li>• VIP and service codes</li> <li>• VIP message formats</li> <li>• Coordination and notification procedures for VIP movements</li> </ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> <li>• Air Traffic Control, Chapters 2 and 9 (FAA-7110.65)</li> <li>• Air Traffic Controller, Chapter 7 (NAVEDTRA 12390)</li> <li>• General Planning, Chapter 4</li> </ul>
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the coordination involved with VIP movements. Questions will be specific on VIP and service codes, VIP message formats, and coordination procedures.



## Advancement Handbook for ACC

General AC <i>Skill Area</i>	<b>Technical Administration</b>
<i>A skill</i> you are expected to perform from the General Skill Area above:	Prepare, review, and revise air operation and air traffic control (ATC) facility manuals
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> <li>• Air operation and ATC facility manual content requirements</li> <li>• Procedures for preparing, reviewing, and revising air operation and facility manuals</li> </ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> <li>• Air Traffic Controller, Chapter 12 (NAVEDTRA 12390)</li> <li>• NATOPS Air Traffic Control Facilities Manual, Chapter 2 and Appendix T (NAVAIR 00-80T-114)</li> </ul>
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about air operation and facility manuals. Questions will be specific on the procedures that are used to review, prepare, and update these manuals.

## Advancement Handbook for ACC

General AC <i>Skill Area</i>	<b>Technical Administration</b>
<i>A skill</i> you are expected to perform from the General Skill Area above:	Submit proposals for changes to air traffic control (ATC) facilities and equipment
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> <li>• Formats for change proposals to ATC facilities and equipment</li> <li>• Operational capabilities improvement request (OCIR) formats</li> <li>• Procedures for submitting ATC facility and equipment change proposals</li> <li>• Procedures for submitting OCIRs</li> </ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> <li>• Air Traffic Controller, Chapter 12 (NAVEDTRA 12390)</li> <li>• Naval Air Traffic Control and Air Navigational Aid and Landing Systems (NAALS) Program (OPNAVINST 3721.5)</li> <li>• NATOPS Air Traffic Control Facilities Manual, Chapter 2 and Appendix P (NAVAIR 00-80T-114)</li> </ul>
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the procedures that are used to submit change proposals to ATC facilities and equipment. Questions will be specific on the content of ATC facility and equipment change proposals and OCIRs. Submittal procedures will also be addressed by questions.

## Advancement Handbook for ACC

General AC <i>Skill Area</i>	<b>Technical Administration</b>
A <i>skill</i> you are expected to perform from the General Skill Area above:	Review and verify currency of federal aviation regulations (FAR), FAA advisory circulars, and non-Navy directives
Knowledge you should have to perform this skill:	<ul style="list-style-type: none"> <li>• Applicable air traffic control (ATC) FARs, FAA publications, and directives</li> <li>• Procedures for verifying currency of non-Navy publications</li> </ul>
References you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> <li>• Aeronautical Information Manual, Chapter 9 (AIM)</li> <li>• Air Traffic Controller, Chapters 2 and 12 (NAVEDTRA 12390)</li> <li>• Amphibious Ships Air Traffic Control Manual, Appendixes F and G (AE-LHATC-OPM-000)</li> <li>• Carrier Air Traffic Control Handbook, Appendixes F and G (AE-CVATC-OPM-000)</li> <li>• Certification: Airmen Other Than Flight Crewmembers (FAR-Part 65)</li> <li>• Designation of Class A, Class B, Class C, Class D, and Class E Airspace Areas; Airways; Routes; and Reporting Points (FAR-Part 71)</li> <li>• General Operating and Flight Rules (FAR-Part 91)</li> <li>• High Altitude United States</li> <li>• IFR– Supplement United States</li> <li>• Low Altitude United States</li> <li>• Medical Standards and Certification (FAR-Part 67)</li> <li>• National Imagery and Mapping Agency Catalog of Maps, Charts, and Related Products, Part 1– Aeronautical Products, Volume I, Section</li> </ul>

	<ul style="list-style-type: none"> <li>• National Imagery and Mapping Agency Catalog of Maps, Charts, and Related Products, Semiannual Bulletin Digest, Part 1– Aeronautical Products, Section</li> <li>• NATOPS Air Traffic Control Facilities Manual, Chapters 3, 5, and Appendix P (NAVAIR 00-80T-114)</li> <li>• Objects Affecting Navigable Airspace (FAR-Part 77)</li> <li>• Parachute Jumping (FAR-Part 105)</li> <li>• Security Control of Air Traffic (FAR-Part 99)</li> <li>• Special Air Traffic Rules and Airport Traffic Patterns (FAR-Part 93)</li> <li>• Special Use Airspace (FAR-Part 73)</li> </ul>
<p><i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:</p>	<p>You can expect questions about the procedures that are used to verify the accuracy of non-Navy ATC publications and directives. Questions will be specific on FARs, FAA advisory circulars, and other non-Navy directives.</p>

## Advancement Handbook for ACC

General AC <i>Skill Area</i>	<b>Technical Administration</b>
<i>A skill</i> you are expected to perform from the General Skill Area above:	Coordinate air traffic control (ATC) matters between civil and military authorities
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> <li>• Letter of agreement (LOA) formats</li> <li>• Procedures for drafting LOAs</li> <li>• Procedures for coordinating ATC matters with civil authorities</li> </ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> <li>• Air Traffic Controller, Chapter 12 (NAVEDTRA 12390)</li> <li>• Facility Operation and Administration, Chapter 4 (FAA-7210.3)</li> <li>• NATOPS Air Traffic Control Facilities Manual, Chapter 3 and Appendixes C and D (NAVAIR 00-80T-114)</li> <li>• Procedures for Handling Airspace Matters, Chapter 2 (FAA-7400.2)</li> <li>• Special Military Operations (FAA-7610.4)</li> </ul>
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the procedures for coordinating ATC matters with civilian authorities. Questions will be specific on LOAs, LOA formats, and coordination procedures for special military operations.

## Advancement Handbook for ACC

General AC <i>Skill Area</i>	<b>Technical Administration</b>
<i>A skill</i> you are expected to perform from the General Skill Area above:	Manage air traffic control (ATC) training and qualification programs
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> <li>• Controller productive training hour (PTH) requirements</li> <li>• Procedures for conducting controller proficiency evaluation</li> <li>• Procedures for conducting controller certifications</li> <li>• Air traffic control specialists (ATCS) ratings</li> <li>• Facility training and certification program requirements</li> </ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> <li>• Air Traffic Controller, Chapter 12 (NAVEDTRA 12390)</li> <li>• Certification: Airmen Other Than Flight Crewmembers (FAR-Part 65)</li> <li>• NATOPS Air Traffic Control Facilities Manual, Chapters 4, 8, Appendixes J, K, L, S, and T (NAVAIR 00-80T-114)</li> </ul>
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about all aspects of a facility's training program. Questions will be specific on PTH requirements, ATCS ratings, qualification standards, and facility training and certification program content.

## Advancement Handbook for ACC

General AC <i>Skill Area</i>	<b>Technical Administration</b>
<i>A skill</i> you are expected to perform from the General Skill Area above:	Coordinate flight inspections of air traffic control (ATC) equipment, navigational aids (NAVAIDs), and instrument procedures
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> <li>• Types of flight inspections</li> <li>• Flight inspection requirements for ATC equipment, NAVAIDs, and instrument procedures</li> <li>• Procedures for conducting flight inspection</li> <li>• Instrument procedure requirements</li> </ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> <li>• Air Traffic Controller, Chapter 12 (NAVEDTRA 12390)</li> <li>• Amphibious Ships Air Traffic Control Manual, Chapter 2 (AE-LHATC-OPM-000)</li> <li>• Carrier Air Traffic Control Handbook, Chapter 2 (AE-CVATC-OPM-000)</li> <li>• Facility Operation and Administration, Chapter 6 (FAA-7210.3)</li> <li>• NATOPS Air Traffic Control Facilities Manual, Chapters 2, 9, Appendixes M, N, and O (NAVAIR 00-80T-114)</li> <li>• United States Standard Flight Inspection Manual (NAVAIR 16-1-520)</li> <li>• United States Standard for Terminal Instrument Procedures (TERPS) (OPNAVINST 3722.16)</li> </ul>
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about flight inspection procedures for ATC equipment, NAVAIDs, and instrument procedures. Questions will be specific on types of inspections, inspection requirements, and instrument procedure criteria.

## Advancement Handbook for ACC

General AC <i>Skill Area</i>	<b>Technical Administration</b>
<i>A skill</i> you are expected to perform from the General Skill Area above:	Prepare, verify, and process air traffic control (ATC) facility records and logs
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> <li>• Types of ATC facility records and logs</li> <li>• Procedures for verifying and processing ATC records and logs</li> </ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> <li>• Air Traffic Controller, Chapter 12 (NAVEDTRA 12390)</li> <li>• Facility Operation and Administration, Chapter 4 (FAA-7210.3)</li> <li>• NATOPS Air Traffic Control Facilities Manual, Chapter 3 (NAVAIR 00-80T-114)</li> <li>• Surface METAR Observations User's Manual, Chapter 4 (NAVMETOC COMINST 3141.2)</li> </ul>
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about records and logs that are used in an ATC facility. Questions will be specific on types of records and logs. Also, verification and processing procedures for these records and logs will be addressed by questions.



## Advancement Handbook for ACC

General AC <i>Skill Area</i>	<b>Technical Administration</b>
<i>A skill</i> you are expected to perform from the General Skill Area above:	Process flight violations
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> <li>• Types of flight violations</li> <li>• Flight violation formats</li> <li>• Procedures for processing flight violations</li> </ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> <li>• Air Traffic Controller, Chapter 12 (NAVEDTRA 12390)</li> <li>• Facility Operation and Administration, Chapter 5 (FAA-7210.3)</li> <li>• NATOPS Air Traffic Control Facilities Manual, Chapter 3 and Appendix F (NAVAIR 00-80T-114)</li> <li>• NATOPS General Flight and Operating Instructions, Chapter 3 (OPNAVINST 3710.7)</li> </ul>
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the procedures for processing flight violations. Questions will be specific on flight violation types, formats, and processing procedures.

## Advancement Handbook for ACC

General AC <i>Skill Area</i>	<b>Technical Administration</b>
<i>A skill</i> you are expected to perform from the General Skill Area above:	Prepare and review air activity reports
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> <li>• Air activity report contents</li> <li>• Procedures for documenting aircraft operations and special airspace usage</li> <li>• Air activity report formats</li> </ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> <li>• Air Traffic Controller, Chapter 12 (NAVEDTRA 12390)</li> <li>• NATOPS Air Traffic Control Facilities Manual, Chapter 3 and Appendix H (NAVAIR 00-80T-114)</li> </ul>
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the preparation and review of air activity reports. Questions will be specific on report content, documenting airport traffic and airspace usage, and report formats.

## Advancement Handbook for ACC

General AC <i>Skill Area</i>	<b>Technical Administration</b>
<i>A skill</i> you are expected to perform from the General Skill Area above:	Draft and route air traffic control (ATC) facility directives
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> <li>• Content of ATC facility directives</li> <li>• ATC facility directive routing procedures</li> </ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> <li>• Air Traffic Controller, Chapter 12 (NAVEDTRA 12390)</li> <li>• Facility Operation and Administration, Chapter 2 (FAA-7210.3)</li> <li>• NATOPS Air Traffic Control Facilities Manual, Chapter 3 (NAVAIR 00-80T-114)</li> </ul>
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about a facility's ATC directives. Questions will be specific on ATC facility directive content and routing procedures.

## Appendix A

### References Used in This Advancement Handbook

<b>Rating</b>	<b>Short Title</b>	<b>Long Title</b>	<b>Chapters/ Paragraphs</b>	<b>Stocking Point</b>
<b>AC3</b>	AIM	Aeronautical Information Manual	Chapters 1 through 7, 9, and Glossary	Note 1
	FAA-7110.65	Air Traffic Control	Chapters 2, 3, 4, 5, 7, 10, Glossary, and Appendixes A and B	Note 1
	NAVEDTRA 12390	Air Traffic Controller	Chapters 1 through 7 and 9 through 12	Note 2
	AE-LHATC-OPM-000	Amphibious Ships Air Traffic Control Manual	Chapters 1 through 8 and Appendixes A, B, C, E, F, G, H, and I	Note 2
	AE-CVATC-OPM-000	Carrier Air Traffic Control Handbook	Chapters 2, 3, 5, 6, 7, 8, 9, and Appendixes B, C, E, F, G, and I	Note 2
	NAVAIR 00-80T-105	CV NATOPS Manual	Chapters 1 through 6 and Appendix C	Note 2
	OPNAVINST 3721.20	Department of Defense Notice to Airmen (NOTAM) System	Chapters 1 through 6	Note 3

<b>Rating</b>	<b>Short Title</b>	<b>Long Title</b>	<b>Chapters/ Paragraphs</b>	<b>Stocking Point</b>
<b>AC3 (Cont)</b>	FAR-Part 71	Designation of Class A, Class B, Class C, Class D, and Class E Airspace Areas; Airways; Routes; and Reporting Points	Entire FAR	Note 1
	FAA-7210.3	Facility Operation and Administration	Chapters 5 and 14	Note 1
	FIH	Flight Information Handbook	Entire Handbook	Note 4
	FAA-7110.10	Flight Services	Chapters 4, 5, 6, 7, 11, and 12	Note 1
		General Planning	Chapters 2 through 5	Note 1
	NAVAIR 51-50AAA-2	General Requirements for Shorebased Airfield Marking and Lighting	Entire NAVAIR	Note 2
		High Altitude United States	Entire publication	Note 1
		IFR– Supplement United States	Entire publication	Note 4
	NAVAIR 00-80T-106	LHA/LPH/LHD NATOPS Manual	Chapters 1 through 7	Note 2
		Low Altitude United States	Entire publication	Note 1
	CATP1V01	National Imagery and Mapping Agency Catalog of Maps, Charts, and Related Products, Part 1– Aeronautical Products, Volume I	Entire publication	Note 1

<b>Rating</b>	<b>Short Title</b>	<b>Long Title</b>	<b>Chapters/ Paragraphs</b>	<b>Stocking Point</b>
<b>AC3 (Cont)</b>	CATP1UBD	National Imagery and Mapping Agency Catalog of Maps, Charts, and Related Products, Semiannual Bulletin Digest, Part 1–Aeronautical Products	Entire publication	Note 1
	NAVAIR 00-80T-114	NATOPS Air Traffic Control Facilities Manual	Chapters 2, 3, 5, 6, 7, 9, 10, 12 and Appendixes B and F	Note 2
	OPNAVINST 3710.7	NATOPS General Flight and Operating Instructions	Chapters 1, 3, 4, 5, and 7	Note 3
	FAA-7400.2	Procedures for Handling Airspace Matters	Chapters 23 through 33	Note 1
	FAR-Part 99	Security Control of Air Traffic	Entire FAR	Note 1
	FAR-Part 73	Special Use Airspace	Entire FAR	Note 1
	NAVMETOC COMINST 3141.2	Surface METAR Observations User's Manual	Entire instruction	Note 5
<b>AC2</b>	AIM	Aeronautical Information Manual	Chapters 1, 3, 4, 5, 6, 7, and 9	Note 1
	FAA-7110.65	Air Traffic Control	Chapters 2 through 10	Note 1
	NAVEDTRA 12390	Air Traffic Controller	Chapters 1, 2, 5, 6, 7, 8, 9, 10, 11, and 12	Note 2
	AE-LHATC-OPM-000	Amphibious Ships Air Traffic Control Manual	Entire publication	Note 2

<b>Rating</b>	<b>Short Title</b>	<b>Long Title</b>	<b>Chapters/ Paragraphs</b>	<b>Stocking Point</b>
<b>AC2 (Cont)</b>	AE-CVATC-OPM-000	Carrier Air Traffic Control Handbook	Chapters 3 through 7 and Appendixes A, B, C, E, and G	Note 2
	FAR-Part 65	Certification: Airmen Other Than Flight Crewmembers	Entire FAR	Note 1
	NAVAIR 00-80T-105	CV NATOPS Manual	Chapters 3 through 6 and Glossary	Note 2
	FAA-7210.3	Facility Operation and Administration	Chapters 3 and 5	Note 1
	FIH	Flight Information Handbook	Section B	Note 4
	FAA-7110.10	Flight Services	Chapters 5, 8, and 17	Note 1
	FAR-Part 91	General Operating and Flight Rules	Entire FAR	Note 1
		General Planning	Chapter 3	Note 1
	NAVAIR 00-80T-106	LHA/LPH/LHD NATOPS Manual	Entire publication	Note 2
		Low Altitude United States	Entire publication	Note 1
	CATP1V01	National Imagery and Mapping Agency Catalog of Maps, Charts, and Related Products, Part 1–Aeronautical Products, Volume I	Entire publication	Note 1

<b>Rating</b>	<b>Short Title</b>	<b>Long Title</b>	<b>Chapters/ Paragraphs</b>	<b>Stocking Point</b>
<b>AC2 (Cont)</b>	CATP1UBD	National Imagery and Mapping Agency Catalog of Maps, Charts, and Related Products, Semiannual Bulletin Digest, Part 1–Aeronautical Products	Entire publication	Note 1
	NAVAIR 00-80T-114	NATOPS Air Traffic Control Facilities Manual	Chapters 2 through 8 and 10	Note 2
	OPNAVINST 3710.7	NATOPS General Flight and Operating Instructions	Chapters 3, 5, and 6	Note 3
	FAA-7400.2	Procedures for Handling Airspace Matters	Chapters 29 through 33	Note 1
	FAR-Part 73	Special Use Airspace	Entire publication	Note 1
	NAVMETOC COMINST 3141.2	Surface METAR Observations User's Manual	Entire instruction	Note 5
<b>AC1</b>	AIM	Aeronautical Information Manual	Chapters 1, 2, 3, 4, 5, 7, and 9	Note 1
	FAA-7110.65	Air Traffic Control	Chapters 2 through 6 and 10	Note 1
	NAVEDTRA 12390	Air Traffic Controller	Chapters 1 and 5 through 12	Note 2
	AE-LHATC-OPM-000	Amphibious Ships Air Traffic Control Manual	Chapters 2 through 8 and Appendixes B, C, E, G, and I	Note 2



<b>Rating</b>	<b>Short Title</b>	<b>Long Title</b>	<b>Chapters/ Paragraphs</b>	<b>Stocking Point</b>
<b>AC1 (Cont)</b>	AE-CVATC-OPM-000	Carrier Air Traffic Control Handbook	Chapters 2 through 9 and Appendixes B, C, E, G, and I	Note 2
	NAVAIR 00-80T-105	CV NATOPS Manual	Chapters 2 through 5	Note 2
	OPNAVINST 3721.20	Department of Defense Notice to Airmen (NOTAM) System	Entire instruction	Note 3
	FAR-Part 71	Designation of Class A, Class B, Class C, Class D, and Class E Airspace Areas; Airways; Routes; and Reporting Points	Entire FAR	Note 1
	FAA-7210.3	Facility Operation and Administration	Chapters 2, 3, 4, 5, 10, and 13	Note 1
	FIH	Flight Information Handbook	Section F	Note 4
	FAR-Part 91	General Operating and Flight Rules	Entire FAR	Note 1
		General Planning	Chapter 3	Note 1
		High Altitude United States	Entire publication	Note 1
		IFR– Supplement United States	Entire publication	Note 4
	NAVAIR 00-80T-106	LHA/LPH/LHD NATOPS Manual	Chapters 2 through 5	Note 2
		Low Altitude United States	Entire publication	Note 1

<b>Rating</b>	<b>Short Title</b>	<b>Long Title</b>	<b>Chapters/ Paragraphs</b>	<b>Stocking Point</b>
<b>AC1 (Cont)</b>	CATP1V01	National Imagery and Mapping Agency Catalog of Maps, Charts, and Related Products, Part 1–Aeronautical Products, Volume I	Entire publication	Note 1
	CATP1UBD	National Imagery and Mapping Agency Catalog of Maps, Charts, and Related Products, Semiannual Bulletin Digest, Part 1–Aeronautical Products	Entire publication	Note 1
	NAVAIR 00-80T-114	NATOPS Air Traffic Control Facilities Manual	Chapters 1, 2, 3, 5, 6, 7, 9, 10 and Appendixes F, G, I, M, and N	Note 2
	OPNAVINST 3710.7	NATOPS General Flight and Operating Instructions	Chapter 3	Note 3
	NAVAIR 00-80T-104	NATOPS Landing Signal Officer Manual	Chapters 1, and 3 through 6	Note 2
	FAA-7400.2	Procedures for Handling Airspace Matters	Chapters 7, 10, and 23 through 32	Note 1
	FAR-Part 99	Security Control of Air Traffic	Entire FAR	Note 1
	FAR-Part 73	Special Use Airspace	Entire FAR	Note 1

<b>Rating</b>	<b>Short Title</b>	<b>Long Title</b>	<b>Chapters/ Paragraphs</b>	<b>Stocking Point</b>
<b>AC1 (Cont)</b>	OPNAVINST 3722.16	United States Standard for Terminal Instrument Procedures (TERPS)	Entire instruction	Note 3
<b>ACC</b>	AIM	Aeronautical Information Manual	Chapters 2 through 6, 9, and Glossary	Note 1
	FAA-7110.65	Air Traffic Control	Chapters 2, 4, 9, 10, and Glossary	Note 1
	NAVEDTRA 12390	Air Traffic Controller	Chapters 2, 4, 5, 6, 7, 9, 10, 11, and 12	Note 2
	AE-LHATC-OPM-000	Amphibious Ships Air Traffic Control Manual	Chapters 1 through 6 and Appendixes A, B, E, F, G, and H	Note 2
	AE-CVATC-OPM-000	Carrier Air Traffic Control Handbook	Chapters 2 through 7, 9, and Appendixes A, B, C, E, F, and G	Note 2
	FAR-Part 65	Certification: Airmen Other Than Flight Crewmembers	Entire FAR	Note 1
	NAVAIR 00-80T-105	CV NATOPS Manual	Chapters 4, 5, and Glossary	Note 2
	FAR-Part 71	Designation of Class A, Class B, Class C, Class D, and Class E Airspace Areas; Airways; Routes; and Reporting Points	Entire FAR	Note 1

<b>Rating</b>	<b>Short Title</b>	<b>Long Title</b>	<b>Chapters/ Paragraphs</b>	<b>Stocking Point</b>
<b>ACC (Cont)</b>	FAA-7210.3	Facility Operation and Administration	Chapters 2 through 6 and 8	Note 1
	NAVFAC P-80	Facility Planning Criteria for Navy and Marine Corps Shore Installations	Entire NAVFAC	Note 2
	FIH	Flight Information Handbook	Section A	Note 4
	FAA-7110.10	Flight Services	Chapters 5 and 8	Note 1
	FAR-Part 91	General Operating and Flight Rules	Entire FAR	Note 1
		General Planning	Chapters 2, 3, and 4	Note 1
	NAVAIR 51-50AAA-2	General Requirements for Shorebased Airfield Marking and Lighting	Entire NAVAIR	Note 2
		High Altitude United States	Entire publication	Note 1
		IFR– Supplement United States	Entire publication	Note 4
	NAVAIR 00-80T-106	LHA/LPH/LHD NATOPS Manual	Chapters 4, 5, and Glossary	Note 2
		Low Altitude United States	Entire publication	Note 1
	FAR-Part 67	Medical Standards and Certification	Entire FAR	Note 1
	CATP1V01	National Imagery and Mapping Agency Catalog of Maps, Charts, and Related Products, Part 1– Aeronautical Products, Volume I	Entire publication	Note 1

<b>Rating</b>	<b>Short Title</b>	<b>Long Title</b>	<b>Chapters/ Paragraphs</b>	<b>Stocking Point</b>
<b>ACC (Cont)</b>	CATP1UBD	National Imagery and Mapping Agency Catalog of Maps, Charts, and Related Products, Semiannual Bulletin Digest, Part 1–Aeronautical Products	Entire publication	Note 1
	NAVAIR 00-80T-114	NATOPS Air Traffic Control Facilities Manual	Chapters 2 through 10 and Appendixes C, D, F, H, J, K, L, M, N, O, P, S, and T	Note 2
	OPNAVINST 3710.7	NATOPS General Flight and Operating Instructions	Chapters 3 and 5	Note 3
	OPNAVINST 3721.5	Naval Air Traffic Control Air Navigational Aid and Landing Systems (NAALS) Program	Entire instruction	Note 3
	FAR-Part 77	Objects Affecting Navigable Airspace	Entire FAR	Note 1
	FAR-Part 105	Parachute Jumping	Entire FAR	Note 1
	FAA-7400.2	Procedures for Handling Airspace Matters	Chapter 2 and 27 through 33	Note 1
	FAR-Part 99	Security Control of Air Traffic	Entire FAR	Note 1
	FAR-Part 93	Special Air Traffic Rules and Airport Traffic Patterns	Entire FAR	Note 1
	FAA-7610.4	Special Military Operations	Entire publication	Note 1

<b>Rating</b>	<b>Short Title</b>	<b>Long Title</b>	<b>Chapters/ Paragraphs</b>	<b>Stocking Point</b>
<b>ACC (Cont)</b>	FAR-Part 73	Special Use Airspace	Entire FAR	Note 1
	NAVMETOCCOMINST 3141.2	Surface METAR Observations User's Manual	Chapter 4	Note 5
	NAVAIR 16-1-520	United States Standard Flight Inspection Manual	Entire NAVAIR	Note 2
	OPNAVINST 3722.16	United States Standard for Terminal Instrument Procedures (TERPS)	Entire instruction	Note 3

**LEGEND:**

Note 1 - National Imagery & Mapping Agency (NIMA), CATP1V01  
Customer Help Desk: 1-800-455-0899  
DSN: 490-1236  
Coml: (314) 260-1236

Note 2 - To order, MILSTRIP to NAVICP PHILA (Stk No. from NAVSUP P2002) or  
Via INTERNET <http://www.nll.navsup.navy.mil>

Note 3 - INTERNET – <http://neds.nebt.daps.mil>

Note 4 - Copies available at: Local commands Flight Planning Room

Note 5 - Ltr request to: Commander  
Attn: Ms Freda Jackson  
Naval Meteorology & Oceanography Command  
1020 Balch Boulevard  
Stennis Space Center MS 39529-5005  
(See: NAVMETOCCOM Notice 5215)